

**Job Title**: Head of Health, Safety and Wellbeing (HSW) and Facilities

**Department:** HSW and Facilities

**Reports to:** People and Engagement Director

**Direct Reports:** Principal HSW Manager, Principal Construction HSW and Environment Manager, Facilities Manager

**Location:** Activity-based onsite

**Contract Type:** Permanent

**Grade:** CA6

**Main purpose of the job**

To ensure competent advice and support to the Mining Remediation Authority to ensure that it effectively manages the health, safety and wellbeing of all those that work or are impacted by its activities.

The main requirements of the role are to:

* Ensure the development and implementation of an effective HSW strategy for the organisation to support achievement of its business plan and effectively manage risk.
* Ensure that appropriate HSW policies and procedures are prepared, implemented, monitored, audited and reviewed to comply with legal requirements and where appropriate best practice.
* Ensure the effective management of the HSW (including the in-house CDM and Mining Regulations projects support team) and Facilities teams to support corporate objectives through the achievement of team and personal objectives.
* To provide support to the Executive Leadership Team (ELT) and respective heads of department in delivering the business plan.
* To be an effective member of the heads leadership group, supporting the objectives of the organisation and provide specific input as appropriate.
* Lead by example and influence all levels of the organisation and external stakeholders to achieve a positive HSW culture.
* Ensure effective management of the Mansfield Head Office site and BGS satellite office and support business continuity planning (BCP).

**Responsibilities**

**Specific**

**HSW management**

* To support the ELT and heads of department in meeting their responsibilities in relation to all aspects of HSW that are relevant to the organisations duties and activities.
* To contribute to the work of the People and Engagement Directorate, supporting wider strategic and tactical objectives.
* To develop the HSW and Facilities team so that it continually evolves to support the business plan, in particular, meeting our customer standards.
* To maintain an in depth, up to date knowledge of government and industry HSW policy and their implications for the Authority, recommending to senior management appropriate changes required in its management.
* To track EU/UK legislation, codes of practice and guidance, and to be fully aware of the application to the Authority’s activities.
* To ensure good HSW standards are maintained through effective monitoring and auditing of HSW systems and business activities, advising senior management of the findings and recommending appropriate changes to ensure continual improvement.
* To be the focal point of contact with regulatory agencies for health and safety matters.
* To prepare reports on HSW related matters presenting them to the ELT and Board.
* To ensure that competence assessments of the organisations supply chain are completed, in accordance with HSW and procurement procedures and that appropriate recommendations on their suitability to undertake work are provided in a timely manner.
* To ensure effective investigation of accidents and incidents and to lead formal investigations where requested by the ELT.
* To develop and maintain arrangements to ensure the appropriate level of HSW skills knowledge and experience in the organisation.
* To have the authority to stop any works where there is a serious risk to health and safety or the environment or a breach, actual or imminent, of HSW legislation, policies or procedures.
* To be an exemplar for HSW and through the development of HSW strategy, positively influence the HSW culture of the organisation to support the organisations purpose to provide a better future for people and the environment in mining areas.

**Facilities Management**

* To manage the Mansfield Head Office site and BGS satellite office to ensure the health, safety and physical security of those using them and support their wellbeing.
* To provide a facilities support service to other offices used by Mining Remediation Authority staff as and when this is required.

**Risk management**

* Proactively contribute to the Authority’s risk management processes including:
	+ Horizon scanning to identify risks to the achievement of strategy and corporate objectives.
	+ Ensuring risks associated with the work of the HSW and Facilities teams are clearly identified and recorded on the corporate and departmental risk registers and managed effectively.
	+ Ensuring that the requirements of the Information Risk Management Policy are implemented and maintained.

**General**

* Act in line with the behaviours and values of the organisation
* Manage your own performance to be accountable for meeting individual, team and corporate objectives
* Act in accordance with the Scheme of Delegation and ensure propriety and regularity in the handling of public funds
* Actively demonstrate the Mining Remediation Authority’s customer service standards expected of your role
* Follow and contribute to the improvement of operational and team processes and procedures
* Assist with the preparation and delivery of the team’s objectives, budgets and financial records
* Identify opportunities and implement change leading to team development, system improvement and ensuring good value for money
* Maintain and develop positive stakeholder relationships in order to promote the Authority and assist it to meet its objectives
* Support research and development projects
* Ensure that the Authority’s statutory responsibilities are effectively discharged
* Carry out any further reasonable requests from your line manager

**Competencies Level**

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| **Seeing the bigger picture** - has an in-depth understanding and knowledge of how the role fits with and supports the Mining Remediation Authority’s business priorities | **5** |
| **Changing and improving** - responsive, innovative and seek out opportunities for continuous improvement | **5** |
| **Making effective decisions** - objective; uses sound judgement, evidence and knowledge to provide accurate, expert and professional advice in a timely manner | **5** |
| **Leading and communicating** - leads from the front and communicates with clarity, conviction and enthusiasm | **5** |
| **Collaborating and partnering** - creates and maintains positive, professional and trusting working relationships with a wide range of people, within and outside the Mining Remediation Authority to achieve results | **5** |
| **Building capability for all** - has a strong focus on continuous learning for self, others and the organisation | **5** |
| **Achieving commercial outcomes** - has a commercial, financial and sustainable mind-set to ensure all products and services deliver added value and stimulate growth | **5** |
| **Delivering good value for money** - achieves a good mix of quality and effectiveness for minimal cost and to improve return on investment | **5** |
| **Managing a quality service** - plans, organises and manages their time and activities to deliver a high-quality customer experience | **5** |
| **Delivering at pace** - delivers timely performance, with energy, and taking responsibility and accountability for high-quality outcomes | **5** |

**Person specification**

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| **Job Title:** Head of HSW and Facilities **Department:** HSW and Facilities  |
|  | **Essential** | **Desirable** |
| **Qualifications and Training** | * Nebosh Diploma in Occupational Health and Safety or equivalent
 | * Chartered Member of the Institution of Occupational Safety and Health
* Certified Member of APS (CMaPS)
* A qualification in:
* mining, civil engineering or related discipline (e.g. Degree or HND)
* leadership and management e.g. ILM
* facilities management e.g. IWFM
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| **Experience and Knowledge** | * Significant experience in a health, safety and Wellbeing role within the mining, construction, civil engineering or other similar sector
* Knowledge and understanding of the key requirements of facilities management
 | * Experience of dealing with the health and safety aspects of coal mining related legacy issues

(e.g. structural/ground stability, mine water and gas hazards)* Experience in environmental management and sustainability
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| **Skills and Abilities** | * Strong leadership and management skills
* Excellent communication skills
* Good analytical skills
* Ability to deliver objectives to demanding deadlines
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