

Role Profile

Title:

Health and Safety Manager
(12 hours per week)

Salary:

c. £40,000 pro rata

Contract:

Two Year Fixed-term /
Secondment (public sector
bodies only)

Reports to:

HR and Mobilisation
Director

Location:

Flexible across the North of
England, but with a
requirement to regularly
work from our offices in
both Manchester and Leeds.

Role Purpose:

Provide expertise in Health and Safety and ensure that Transport for the North (TfN) continues to meet all legislative and statutory responsibilities and obligations whilst adopting best practice principles and administering clear direction on safety across the organisation.

Responsibilities:

Key Role Outputs (KRO's) <i>What must be achieved for the post holder to be successful in the role</i>		Key Actions <i>How the KRO's will be achieved – the activities required</i>
1.	Health & Safety Strategy for TfN	<ul style="list-style-type: none"> To deliver assurance and compliance across TfN critical processes and lead on the Health and Safety strategy for TfN. Provide strategic and operational leadership for Health and Safety within the organization setting clear expectations and standards for colleagues and teams relating to health, safety and wellbeing.
2.	Board assurance that all internal safety and compliance processes are in place, regularly monitored and comply with statutory requirements.	<ul style="list-style-type: none"> Manage the programme of Health and Safety audits/inspections and monitor the completion of corrective actions. Interpret current and imminent legislation to advise, develop and implement effective Health and Safety programmes for TfN. Ensure that robust management systems and arrangements are in place to satisfy corporate governance responsibilities with regards to Health and Safety compliance.
3.	Safety and Compliance Framework	<ul style="list-style-type: none"> Deliver assurance and compliance across TfN critical processes and lead on Health and Safety compliance.
4.	Manage the requirements of TfN Health Safety Framework and Polices	<ul style="list-style-type: none"> Manage the development, implementation and review of relevant Health and Safety policies, procedures, guidelines and risk assessments. Influence, support, coach and advise Directors and Managers on matters relating to Health and Safety including their obligations and responsibilities.
5.	Safety training programme	<ul style="list-style-type: none"> Liaise with, and advise the HR & Skills Team to ensure the learning management system (LMS) covers all regulatory and Health and Safety skills pertinent to the organisation. Ensure necessary Health and Safety leadership skills and corporate responsibility is developed across TfN
6.	Ensure TfN undertakes appropriate Health and	<ul style="list-style-type: none"> To support HR by engaging with colleagues at the employee forum to provide relevant Health and Safety information.



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	Safety Consultation	
7.	Assurance on TfN Emergency Plans	<ul style="list-style-type: none"> • Manage and gain assurance that TfN has the necessary fire evacuation plans and fire wardens in place. • Manage and lead on the investigation of significant ill health and injuries, defining actions to prevent reoccurrence. • Provide assurance that robust emergency procedures are in place, such as designated first aiders and plans for evacuations other than fire.
8.	Health and Safety Performance	<ul style="list-style-type: none"> • Develop indicators and outcomes for compliant Health and Safety performance and implement effective management reporting systems and monitoring standards. • Report bi-annually on Health and Safety to the Operating Board and Employee Forum.
9.	Managed relationships with internal and external departments	<ul style="list-style-type: none"> • Liaise with external bodies contractors, partners, enforcement agencies, insurers etc. as required on TfN Health and Safety matters.

Compulsory Outputs (CO's)

What must be achieved for the post holder to be successful in the role

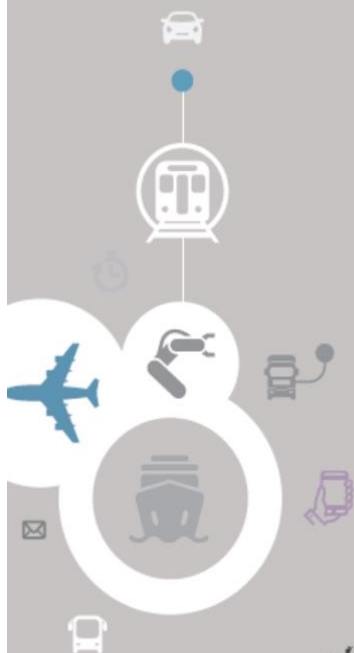
Key Actions

How the CO's will be achieved – the activities required

1.	Ensure you comply with all applicable organisational legislation and policy:	<ul style="list-style-type: none"> • Data Protection legislation • TfN Policies and Procedures • Dignity at Work policy; • Information assurance and security in line with Cabinet Office requirements; • Risk management • Equality and diversity legislation • TfN Vision & Values <p>Act in accordance with TfN behaviours and competencies</p>
2.	Any other reasonable duties as required from time to time	

Key Interdependencies:

Key Contacts	<ul style="list-style-type: none"> • TfN Executive Board & Partnership Board • HR & Skill Team (HR Manager & Skills & Development Manager) • All TfN Employees • Health & Safety Service Providers
Direct reports	<ul style="list-style-type: none"> • None
Budgetary responsibility	<ul style="list-style-type: none"> • None



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Person Specification

Knowledge, skills and experience required at selection stage:

E Essential Experience:	
E1	Proven previous Health and Safety management experience within a similar organisation
E2	Ability to translate legislation and standards into practical and succinct H&S policy and procedures
E3	Experience of establishing and maintaining Health and Safety systems and achieving 3 rd party certification of the system to a known standard i.e. BS OHSAS 18001:2007
E4	Excellent communication skills and ability to influence upwards within an organisation, as well as across management teams, to gain buy in on the importance of leadership in Health and Safety
E5	Experience in the collection and analysis of complex data and in the preparation of management reports to senior managers
E6	Knowledge of and practical experience in the application of Health and Safety legislation
E7	ICT literate, proficient experience of Microsoft Office and H & S systems
E8	Detailed up to date knowledge and awareness of Health and Safety legislation
D Desirable Experience:	
D1	Adopts a solution-based approach
D2	Knowledge of best practice within the public sector
D3	Experience of dealing with outside agencies, such as the HSE, local authorities, fire service and insurance companies.
EQ Essential Qualifications – Technical, Vocational or educational:	
EQ1	NEBOSH Diploma or equivalent level qualification in Health and Safety
EQ2	Chartered member of IOSH
EC Essential Behavioural Competencies:	
EC1	Cultivates Innovation - <i>Creates new and better ways for the organisation to be successful</i>
EC2	Ensure Accountability - <i>Holds self and others accountable to achieve results, even under challenging circumstances</i>
EC3	Collaborates - <i>Builds partnerships and works collaboratively with others to meet shared objectives</i>
EC4	Instils Trust - <i>Gains the confidence and trust of others through honesty, integrity and authenticity</i>
EC5	Financial Acumen - <i>Interpreting and applying understanding of key financial indicators to make better business decisions</i>
EC6	Manages Complexity - <i>Making sense of complex, high quantity, and sometimes contradictory information to effectively solve problems</i>
EC7	Action Orientated - <i>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm</i>
EC8	Values Differences - <i>Recognising the value that different perspectives and cultures bring to an organisation</i>
EC9	Communicates Effectively - <i>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences</i>
E10	Self-development - <i>Actively seeking new ways to grow and be challenged using both formal and informal development channels.</i>

