

## NHS PROPERTY SERVICES LTD

### Job Description

<b>Job title:</b>	<b>Health &amp; Safety Specialist</b>
<b>Grade:</b>	3
<b>Type of role:</b>	Permanent
<b>Base:</b>	Locations flexible with an agreed office base
<b>Travel requirements:</b>	National, as reasonably required
<b>Responsible to:</b>	National Health & Safety Lead
<b>Directorate:</b>	Operations
<b>Job reference:</b>	HS001
<b>Last updated:</b>	January 2020
<b>Key relationships:</b>	<p>National Health &amp; Safety Leads</p> <p>Health &amp; Safety Specialists</p> <p>Principal Operations Managers</p> <p>Senior Facilities Services Managers</p> <p>Managers within all other Directorates</p> <p>Directorate Safety Champions</p> <p>Technical Services SMEs and Technical Managers</p> <p>Service Assurance Leads</p> <p>Building Assurance Specialists</p> <p>Union and frontline Safety Representatives</p> <p>HR Business Partners</p>

Established in 2013, NHS Property Services is a property owner, service provider and advisor, helping to shape the estate of the NHS for the future. We have one goal: to ensure the NHS makes the right property choices that enable excellent patient care.

Our portfolio is one of the largest in the UK, comprising more than 3,000 properties with 7,000 tenants across England. At a total value of more than £3bn, this represents about 10% of the total NHS estate.

Our properties range from listed buildings through to award-winning, state-of-the-art integrated health campuses.

### **Main purpose / scope of the role**

The Health & Safety Specialist, whilst reporting directly to a National Health & Safety Lead, will have responsibility for directing and leading the Health, Safety and Wellbeing performance for the Region in which they are based.

Working closely with the Regional Leadership Team (Principal Operations Managers, Regional Partnership Directors and Senior Managers from all other Directorates), you will assist with the implementation of safety accountabilities and systems across the Region. The key remit will be to implement the organisations Health & Safety Strategy and annual Health, Safety & Wellbeing Plan by developing a Regional Health, Safety and Wellbeing Plan Improvement Plan focussed on the needs of the Region.

Other key areas will be to support operational day to day issues, consisting of:

- ✦ Ensuring that the organisations Health, Safety and Wellbeing procedures are implemented consistently across the Region of responsibility.
- ✦ Advising the Regional Leadership Team of any changes to NHS Property Services Health, Safety and Wellbeing processes that are being implemented due to changes in legislation or following internal review.
- ✦ Delivering the agreed NHS Property Services Annual Health, Safety & Wellbeing Plan across area of responsibility achieving KPIs as set.
- ✦ Driving the organisations behavioural safety culture by raising awareness and leading by example, leading campaigns within the Region to raise awareness of safety culture and ownership.
- ✦ Assisting Regions and larger sites with a staff presence to develop the required Health, Safety & Wellbeing documentation, as defined in the Health & Safety Management System, to demonstrate implementation and compliance.
- ✦ Ensuring that all accidents at work are reported using the company reporting system and that responsible managers are made aware and investigate within agreed timeframes.
- ✦ Preparing internal Health, Safety & Wellbeing reports to agreed national format for Region of responsibility demonstrating performance on leading and lagging indicators.
- ✦ Delivering Health & Safety training, as defined by the national Health & Safety training matrix for colleagues within the Region.
- ✦ Supporting the closure of non-conformance actions arising from the NHS Property Services audit programme.
- ✦ The role will require access to all areas of NHS Property Services premises including hospitals, health centres and offices, which requires an understanding of the occupiers in these premises and extensive liaison with staff at these locations when arranging access.

## Key Responsibilities

- ✦ To work closely with and provide Health, Safety & Wellbeing advice to the Regional Leadership team and operational teams across all Directorates as required, liaising with National Health & Safety Leads and Technical Subject Specialists as required.
- ✦ To work closely with other Health & Safety Specialists and provide Health & Safety advice particularly to FM Managers and operational teams, but also across all other Directorate teams as required, liaising with National Health & Safety Leads, Directorate Safety Champions and Technical Subject Specialists as required.
- ✦ Record all accidents at work within defined timescales and encourage near miss reporting and safety observation recording across all service streams.
- ✦ Carry out investigations, in conjunction with the operational team, of any lost time / RIDDOR reportable accident or dangerous occurrence to identify root cause and provide advice on risk elimination or reduction actions.
- ✦ Ensure RIDDOR Investigations are completed within agreed time frames or escalate to National Health & Safety Lead.
- ✦ Support Senior Managers with the completion of Health & Safety inspections carried out by their teams, across their area of responsibility.
- ✦ Work with managers and teams to close out any actions arising from audits, investigations or inspections and maintain a record of progress and completion.
- ✦ To contribute to the Region Risk Register in respect of any region Health, Safety & Wellbeing risks which are identified.
- ✦ Carry out any due diligence activities regarding any new sites to ensure a safe working environment for NHS Property Services teams and occupiers.
- ✦ Ensure that risk assessments are completed for all tasks being carried out including input from teams (e.g. technical, cleaning, grounds maintenance, catering, assets, finance, technology service and Human resources etc.) and front-line employees. These should be from development or modification of Base Risk Assessments.
- ✦ Escalate uncontrolled risks to the Regional Leadership Team for resolution or escalation.
- ✦ In conjunction with operational teams ensure safe systems of work are available for all tasks undertaken by NHS Property Services.
- ✦ Identify personal protective equipment and clothing (PPE) requirements for all teams within the Region and ensure the items conform to the standard set by NHS Property Services. Support managers to maintain issue and maintenance records for PPE.
- ✦ Along with Technical Services and Service Assurance colleagues, support teams to identify and provide the correct equipment for the work tasks being undertaken.
- ✦ Where required, implement a permit to work system for high risk activities working with Technical Services and FM teams to identify 'issuers' and 'receivers' providing training as required.
- ✦ Contribute to risk profiling of buildings to provide essential information on safe working for NHS Property Services teams and our contractors.
- ✦ Ensure the Region has suitable and sufficient information and training available to all NHS Property Services employees, including part-time and voluntary workers, as required for their job role.

- ✦ Working with the National Lead for Health & Safety Training, develop and implement a Health & Safety training plan for the Region.
- ✦ Liaise with the National Lead for H&S Training
- ✦ for reports, including the tracking / progress against agreed delivery.
- ✦ Deliver Health & Safety training, in line with central training plan and agreed presentations, to the Region team as required.
- ✦ Complete planned and hoc inspections of NHS Property Services subcontractors to ensure they are working safely and in accordance to their submitted safe system of work, escalating any major non-conformances to the National Health & Safety Lead for onward communication to Vendor Management.
- ✦ Demonstrate Health & Safety leadership behaviours to continually develop our Safety culture ensuring all our employees and those we serve go home safe every day.
- ✦ Development of a performance focused culture that emphasises collaboration, accountability and compliance obligations.

Act in a way that is aligned to the values of NHS Property Services with personal integrity and is commercially solutions focussed.

### Accountabilities

**Leadership** – Demonstrate ‘Safety Champion’ leadership behaviours and values at all time to support a positive safety culture. Be proactive in the implementation of Annual Safety Improvement Plans.

**Communications & Engagement** – To communicate NHS Property Services values in terms of Health & Safety for our employees and clients.

Take every opportunity to have positive safety conversations with colleagues to raise awareness of health, safety and wellbeing issues and to identify the significant hazards to which the operational teams may be exposed.

Communicate the annual Safety Improvement Plan explaining the objectives and expected impact.

Support operational teams to take ownership, agreeing Health & Safety responsibilities of direct reports.

**Training & Competence** – Provide information, instruction and training as agreed and provided by central Health & Safety team to include safe working, Health & Safety topic awareness sessions, permit to work and Health, Safety and Wellbeing Induction.

**Compliance** – Enforce all safety requirements with regard to safe working, ensuring that Health and Safety hazards of work tasks are understood and mitigated.

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ NVQ Level 4 or equivalent in Health &amp; Safety.</li> </ul>	<ul style="list-style-type: none"> <li>▪ NEBOSH National Diploma Level 6.</li> <li>▪ Membership of a professional body such as IOSH</li> <li>▪ Additional qualifications in a Health &amp; Safety specialist area</li> <li>▪ Award in Education and Training Level 3</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of Health &amp; Safety legislation and experience of implementing Health &amp; Safety management systems.</li> <li>▪ Detailed understanding of risk assessment and safe system of work development techniques.</li> <li>▪ Use of root cause analysis tools.</li> <li>▪ Awareness of limitations of competency and when to seek support from National Health &amp; Safety Leads.</li> <li>▪ Knowledge of risk management tools and approaches.</li> </ul>	<ul style="list-style-type: none"> <li>✦ Specialist knowledge in a specific Health &amp; Safety field or a wish to develop in a particular area.</li> <li>▪ Good understanding of the Construction (Design &amp; Management) regulations.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Demonstrable experience in a Health &amp; Safety role providing support and advice to operational teams.</li> <li>▪ Experience of implementing Health &amp; Safety policies and procedures and working with HSW management systems.</li> <li>▪ Developing task specific risk assessments and the identification of best practice.</li> <li>▪ Proven experience of developing strong and effective relationships with a range of stakeholders both internally and externally.</li> <li>▪ Ability to produce high quality reports.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of using Root Cause Analysis / Fault Tree Analysis techniques.</li> </ul>
	<b>Essential</b>	<b>Desirable</b>

<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>▪ Effective communication skills to engage with stakeholders in service development and change issues.</li> <li>▪ Ability to analyse and problem solve with regard to the assessment of complex facts or situations and the development of improvement strategies.</li> <li>▪ Training delivery.</li> <li>▪ Able to develop and deliver clear, focussed presentations.</li> <li>▪ Numerate and IT literate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conflict management skills, influencing and negotiation skills.</li> </ul>
<p><b>Personal qualities/abilities</b></p>	<ul style="list-style-type: none"> <li>▪ Personal integrity and commitment to openness.</li> <li>▪ High standards of confidentiality and ethics.</li> <li>▪ Role models' appropriate corporate behaviours.</li> <li>▪ Proven ability to set own priorities and work plans with limited supervision.</li> <li>▪ Works across boundaries, looks for collective success, listens, involves, respects and learns from the contribution of others.</li> <li>▪ Uses evidence to make improvements, seeks out innovation.</li> </ul>	
<p><b>Other requirements as applicable</b></p>	<ul style="list-style-type: none"> <li>▪ Able to travel to remote locations around the Region and across England. Flexibility regarding working hours and days.</li> <li>▪ High professional integrity to deliver a responsive professional service.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Clearance with the Disclosure and Baring Service.</li> </ul>