Job description

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title:** | Head of Health & Safety | | |
| **Department:** | Infrastructure | **Location:** | Falkirk & Glasgow – Hybrid working |
| **Line Manager:** | Director of People, Safety & Governance | **Job Code:** | 20184 |

|  |
| --- |
| **1. Job purpose**  The Head of Health & Safety will continually develop and improve the management of health and safety by providing leadership and direction, working with colleagues across all areas of the business to ensure that health and safety is at the heart of all of our actions.  Providing specialist knowledge on a wide range of safety-related disciplines to ensure Scottish Canals leadership, management and staff can discharge their health and safety responsibilities and duties.  Continually keeping up to date with legislative requirements and interpreting them to provide proficient consultation on practical implementation within Scottish Canals. Reducing the risk of non-compliance internally and through the supply chain through proactive and reactive monitoring and assurance activities driven by competent analysis of data and other relevant insights.  Developing and maintaining the health and safety management system arrangements, targeted at the continuous improvement and health and safety excellence across Scottish Canals. |
|  |

|  |
| --- |
| **2. Dimensions**   * Responsible for an annual budget determined on a yearly basis * Line management responsibility for Health & Safety Advisor * Responsible for the creating and delivery of Scottish Canals H&S strategy and associated action plans. |
|  |
| **2. Context**  The Head of Health & Safety will take a lead role in writing and implementing the strategic plans and priorities of the Health & Safety Action Plan, positively promoting the organisation’s vision, values and reputation.  A key part of the role will be the promotion of a positive culture of empowerment, creativity and innovation which challenges existing ways of working and promotes change. Building strong relationships – both internally and externally - with key stakeholders, partners and customers. |

|  |
| --- |
| **3. Principal accountabilities**   * You will act as the legally competent person and professional adviser to the Executive Leadership Team and Chief Executive as required on all aspects of health, safety and welfare which may affect Scottish Canals services. * Provide independent professional health and safety technical expertise to Directors and other colleagues at all levels of the organisation. * Create, embed and monitor the health and safety strategy in respective parts of Scottish Canals, developing tailored improvement initiatives in line with this. * Develop a suitable audit plan and undertake regular audits across allocated departments monitoring compliance with Scottish Canals health and safety management system and local working practices/procedures, ensuring appropriate corrective action is identified, prioritised and taken on any significant or uncontrolled hazards. * Coach local and senior management so they understand their health and safety accountabilities and challenging them to improve their performance and ensure regulatory compliance. * Use technical analysis of key safety performance indicators while interpreting performance trends to identify, develop and lead appropriate improvement programmes within Scottish Canals directorates, working with local leadership and management to drive continual improvement. * Develop, deliver and manage an assurance plan for allocated directorates/teams, in order to provide confidence to local and senior management on health and safety compliance and performance and drive improvement programmes. * Coach local and senior management on implementing self-managed health and safety assurance and improvement initiatives. * Provide technical expertise in the investigation of accidents and incidents, with regards to root cause analysis, breaches of legislation (including corporate manslaughter), actions for future prevention and improvement. * Coaching and mentoring local and senior management to enable effective investigations for all types of incidents. * Representing Scottish Canals where necessary in instances involving enforcement agencies such as the HSE, to provide detailed and accurate information and explanations as necessary with regards to investigations and potential enforcement actions. Mitigating the potential impact of interventions. * Developing a culture of continuous improvement and technical excellence in health & safety practice * Policy development, compliance and risk management * Emergency preparedness and business continuity planning * Implementation of the Company Safety, Quality and Environmental policies in the HS&E area of the business ensuring that assessments of risks are carried out which lead to safe working attitudes and practices. * To provide professional advice and support to the operational areas regarding practical application of safety processes and proactive safety approach. * Undertake workplace inspections to identify hazards, determine ways of reducing risks, ensure adherence to risk assessment and best practice.   **The experience you’ll bring**  **Essential:**   * Relevant Health and Safety Qualification and experience equivalent to IOSH Graduate membership specification * Membership of a relevant professional body (IOSH, IIRSM)   **Desirable:**   * Chartered Membership of IOSH * BSI 18001/45001 Internal Auditor qualification |

|  |
| --- |
| **4. Key performance measures**   * Delivery of Health & Safety Strategy & Action Plan * Reported Accidents/Incidents * Reported Near Misses * Safety Audits & Inspections * Corrective actions * Delivery of Health & Safety Employee Training |
| **5. Knowledge, skills and experience**  **Essential:**   * Substantial post qualification experience in the provision of occupational health and safety advice and support in a large multi-disciplinary organisation. * Detailed understanding of safety management, risk assessments and audit processes * Knowledge of key health and safety compliance standards i.e. asbestos, water hygiene and contractor management, and enforcement expectations. * Experience of producing high quality clear and concise written and verbal reports to all * Strategic-thinking and innovation with a commitment to ongoing planning, review and improvement. * Strong leadership skills with a proven track record in relationship building with internal and external stakeholders * A strong understanding of Business Continuity Planning * A thorough understanding of the application of risk assessment, in particular to visitor safety with an understanding of Occupiers Liability * Experience of developing and implementing training processes |

|  |
| --- |
| **6. Key relationships**  CEO  Executive Team  Scottish Canals Board  Internal Stakeholders including Estates, Waterway Operations & Engineering teams  External Stakeholders including Scottish Canal’s customers, contractors and volunteers |