



Job Description – Head of Health and Safety

JOB TITLE	Head of Health and Safety
LOCATION	Mortimer Wheeler House, London or Kent House, Northampton (with travel a couple of day per week between London and Northampton)
DEPARTMENT	Operations – Health and Safety
MOLA GRADE	Competitive salary
HOURS	37.5 hours per week, 5 days per week Flexibility with working hours will be required.
RESPONSIBLE TO	Chief Operating Officer
RESPONSIBLE FOR	Health and Safety Officer
OVERALL JOB PURPOSE	<p>The Head of Health and Safety will be responsible for providing professional health and safety leadership within MOLA and to all levels of staff – from field staff to the CEO and Trustees. They will support and advise the management teams, employees and where, applicable contractors</p> <p>The postholder will improve performance through the implementation of health and safety management systems, including ISO 45001, and other current standards and legislation and will successfully design, deliver and maintain a health and safety change programme to embed and drive a positive safety culture across the organisation as well as ensuring the timely delivery of associated underpinning health and safety management action plans and operational programmes.</p> <p>The post holder will oversee consistency of delivery of health and safety training measure and identify and pursue significant issues</p>
KEY TASKS	<ul style="list-style-type: none"> • Act as the Responsible Person for all health and safety matters across MOLA, identifying and responding to current legal and best practice requirements. • Initiate and oversee a Health and safety leadership change programme across the organisation • Set the strategic direction for effective health and safety management and appropriate workplace wellbeing programmes for MOLA employees (including mental health first aid) • Review and develop all aspects of MOLA's health, safety and wellbeing policies and activity, and ensure that it is implemented consistently across the organisation. • Monitor, evaluate and review existing, new and upcoming health and safety legislation and ensure that MOLA has systems and procedures in place to meet legal compliance and other requirements • Work proactively with managers and other key employees to establish and maintain a programme of continuous improvement in the management of

	<p>health, safety and wellbeing within their areas of responsibility.</p> <ul style="list-style-type: none"> • Work closely with the Health and Safety Manager/Officer to ensure compliance requirements are being controlled, documented and maintained in accordance with regulations and guidelines • Ensure that rigorous risk assessment and incident management systems are in place and followed across the organisation • Liaise with HR on health and wellbeing issues particularly where a risk assessment has identified a need, including supporting HR and line managers in carrying out individual risk assessments when required. • Oversee and undertake audits where appropriate and ensure an action plan with SMART objectives is established to address issues identified • Identify, provide and/or procure an effective health and safety related training regime • Manage and Coach and enable the Health and Safety Officer to support the delivery of the change programme including equipping them with the necessary knowledge and skills to manage and maintain the ISO 45001 management system
SPECIAL CIRCUMSTANCES	The role requires some flexibility with regard to working hours, including the need to work some evenings and the occasional weekend, together with the need to occasionally travel outside of the London area.

N.B. This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.

Last updated: November 2019

Person Specification – Head of Health & Safety

ESSENTIAL	DESIRABLE
QUALIFICATIONS	
<ul style="list-style-type: none"> • Graduate in relevant discipline e.g. Science, research, health and safety (or equivalent) • Chartered Health and Safety Practitioner or working towards / equivalent experience 	
EXPERIENCE & KNOWLEDGE	
<ul style="list-style-type: none"> • Experience in completing health and safety management audits against ISO 45001 and implementing action plan to meet audit findings • Recent proven experience of working in a health and safety role at a similar level and bringing about culture change within an organisation • Experience in training, coaching and mentoring to develop health and safety knowledge and expertise • Experience of successfully managing projects • Line Management experience including providing positive support, advice and encouragement in colleague’s development. 	
SKILLS & COMPETENCIES	
<ul style="list-style-type: none"> • A comprehensive knowledge and understanding of all aspects of health, safety and risk management. • A comprehensive knowledge of current health and safety legislation, management and standards • Ability to interpret and provide authoritative advice on health and safety and risk management issues • Knowledge of workplace wellbeing initiatives and how they add value to an organisation • Ability to prioritise work to ensure tasks are completed within time constraints. 	<ul style="list-style-type: none"> • Good working knowledge of sustainable business issues

PERSONAL QUALITIES/BEHAVIOURS

- Ability to organise workload effectively for the purpose of meeting deadlines
- Ability to demonstrate flexibility /versatility combined with initiative, drive and ability to meet deadlines
- Strong interpersonal skills and the ability to deal with a wide variety of contacts
- Ability to work autonomously and flexibly, responding to business needs