

Job title	Head of Safety, Assurance and Wellbeing	Date Feb 2025
Reports to (title)	BBC Account Director	
Contract/Department	BBC	Revision
Location	Account Wide	

Job purpose

Describe the overall purpose of the job in two or three sentences.

To lead and inspire the delivery of the EMCOR UK's Be There for Like (BTFL) whole-person approach to safety through the development and delivery of health, safety and wellbeing (HSW) strategy, policy, and processes in the account. Leading by example, to relentlessly extol safety leadership behaviours, engaging and developing colleagues and seeking feedback ensuring visible commitment to our Safe and Secure value.

To actively engage and develop the local implementation of a progressive and integrated safety management system through appropriate environmental, health, safety and wellbeing initiatives, including site minor work and capital work projects activities. Implement operating systems and establish a proactive preventative methodology applying data-driven evidence and practical based experience.

Ensure a safe and healthy working environment, through to related statutory duties and the furthering of best practice standards.

Responsible for the co-ordination and provision of all contracted health, safety and wellbeing activity, aligned to EMCOR UK's policies and procedures.

To act as the operational lead with client HSE and Operational Teams and to actively participate in the fostering and maintenance of complimentary functional links with the Safety, Quality and Risk (SQR) team. To be a key member of the SQR senior leadership team through active participation and contribution in fostering EMCOR UK's behavioural safety programme.

Duties/responsibilities/accountabilities/deliverables

List the main aspects of the job, with an emphasis on duties and responsibilities for junior roles, and accountabilities and deliverables for more senior roles.

- Encourage and support the creation of a functional BTFL culture that embraces and supports Health, Safety and Wellbeing principles and goals.
- To be an ambassador of EMCOR UK's Safe and Secure value and committed to deliver this throughout the business.
- Provide safety and risk intelligent professional support to the account whilst supporting and advising the management team, client, employees, supply chain partners and volunteers.
- Lead the HSE team in the support of day-to-day operations on the management and reporting of all HSE accidents/incidents/near misses ensuring timely investigations are undertaken and reported, corrective actions assigned, learning from experience applied and updates provided as required within set timeframes.
- Anticipate / be aware of future HSE legislation changes and make plans to adapt to new legislation in a controlled / timely manner.
- Identify and facilitate the delivery of HSE related training to relevant account team stakeholders ensuring minimum stated EMCOR UK/client specified competence levels are maintained.
- Lead the development and delivery of Level 3 assurance activities in line with the SQR Assurance framework.
- Engage collaboratively with the SQR team, including Head of Safety Operations for matters pertaining to EMCOR UK HSE functional authority.
- Represent or delegate to HSE team members the attendance to the monthly Community of Practice (CoP) and any subordinate peer groups that are formed to review or develop health, safety, wellbeing, and environmental initiatives.
- Support the development and implementation of the account BTFL culture group and effective management of culture board activity.
- Support the development and implementation of the balanced scorecard gaining insight from and acting on the intelligence from the performance indicators.
- Supportive in the creation of a restorative just culture aligned to EMCOR UK's BTFL framework with the BBC account.
- Lead and co-ordinate interactions with relevant statutory bodies and regulatory agencies, e.g. Health and Safety Executive (HSE).
- Assist operations in ensuring compliance with all HSE statutory requirements, accredited processes and procedures, contract, and client specific requirements.

- Manage the reviews of existing policies, procedures, and safe systems of work to include the suitability of risk assessments, methods statements and permit to work and the competence of those undertaking them.
- Bring to the attention of the account director, any hazards or risks not addressed in the company safety policy or procedures.
- Assist operational teams by attending pre audit reviews and as requested attendance at HSE related client audits.
- Manage internal and external audits and the completion of corrective actions within specified timeframes.
- Manage and support the team of HSE professionals, specifically the HSE Manager and HSE Advisors including professional development / performance / PDR's / recruitment.
- Advise and support the account management on all HSE issues, promoting accountability and responsibility.
- Develop collaborative and trusted working relationships with the operations team, client representatives and supply chain partners to deliver effective HSE management.

- Support effective business communication through advice, review, leadership and direct contribution to management and team meetings, briefings, consultation forums, correspondence, publicity, monthly and ad-hoc reporting and other publications, as appropriate.
- Manage the contract based, proactive, occupational health programme on a risk-based basis.
- To have the curiosity and desire to learn through rigorous broad incident investigation and applying an open and continuous improvement mindset.
- Ensure all the submissions to all accreditations – RoSPA, British Safety Council and environmental Awards are planned and submitted.
- Work with the BBC to agree and produce applications for Industry Awards and Publications.

Resource responsibilities

Indicate the typical number of direct reports, financial responsibility, control over subcontractors and any responsibility for assets, systems or outsourced services.

- Responsible for a distributed team with direct reports.
- Management of small budget for HSE engagement and event materials and publicity
- Functional authority for safety matters over enabling functions including HR, operations, and procurement.
- Working in concert with the central supply chain function to oversee safety related information provided by supply chain partners including RAM's and the competency of operatives.
- Maintain and execute the tenets of organisational ISO frameworks including but not restricted to ISO 900/ 45001/3/14001, acting as site-based expert for internal and external audits against these standards.

Person specification

Describe the knowledge, skills, qualifications, personality and experience required for the job.

- Level 6 Diploma Occupational Health & Safety, or equivalent (NEBOSH Diploma)
- Hold or working towards chartered status as professional development.
- Previous experience of working in a regulated environment.
- Recognised qualification and experience in the management of environmental management systems and legislative frameworks.
- Auditor trained or auditing experience.
- Experience of ISO 9001, 14001 and 45001 and 45003 standards.
- Comprehensive knowledge and understanding of all aspects of safety and risk management.
- Working knowledge of quality management systems with a degree of procedural technical and HSE compliance.
- Methodical and disciplined approach to work prioritisation and management.
- Good oral and written communicator at all corporate levels.
- Ability to work as part of and lead, develop and positively influence and inspire both own and operational team.
- Ability to work on own initiative and deliver key objectives.
- Able to work under pressure.

Job Description

- Empathetic & empowering.
- Guide, coach and coordinate the work of others.
- Excellent networking skills and the ability to build / maintain relationships at all levels.
- Detailed understanding of HSE legislation.
- Good IT skills.

Other factors relevant to the job

Enter any additional information which the job holder would need to know, for example: requirement for UK-wide travel, shift patterns, night working, call outs etc.

- Travel will be required.
- Current valid driving licence.

Line Manager Signature	
Print Name	
Date	

Job Holder Signature	
Print Name	
Date	

<i>FOR HR USE ONLY:</i>					
<i>Job Grade</i>		<i>EMCOR Competency Level</i>		<i>Training Profile UTC</i>	