

Job Description

Job title	Head of Safety Operations	Date
Reports to (title)		
Contract/Department		Revision
Location		

Job purpose

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

- Collaborate with the DHSW to conceptualise, construct, and execute a progressive and integrative Safety agenda implementing operating systems and establishing a preventative methodology drawing upon practical based experience.
- Coordinate the development of a vision and mission for a broad-based, holistic concept of Safety for EMCOR UK in accordance with the organisation's adoption of the UN Sustainable Development Goals and emerging ISO standards.
- Advise upon and discharge the organisational direction for effective Safety based interventions linked to positive and inclusive behaviour for all employees, supply chain and other stakeholders as appropriate.

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.

- Responsible for providing Safety and risk intelligent professional support to the DHSW whilst supporting and advising all management teams, employees, volunteers and supply chain partners.
- Work collaboratively with support functions (in particular Head of Occupational Health and Wellbeing and Operations Executives) to form sustainable relationships designed to establish a cohesive long-term improvement program for Safety.
- Develop proactive strategies for the Safety management of our workforce, supply chain and the wider external community in the context of those people living near to and/or likely to be affected by our construction and operations.
- Develop education and communications strategies which underpin programmes designed to help our workforce understand how best to manage the general Safety of themselves and their colleagues along with when and where to access specialist support as appropriate.
- Serve as a subject matter expert on the practical application of practioner led techniques internally and externally for EMCOR UK; promoting our approach Safety within our customer base and prospective customers as requested.
- Develop and manage risk based assurance programmes consistent with monitoring the application and efficacy of corporate Safety policies and procedures and to interpret and recommend strategies designed to positively affect productivity and shareholder returns.
- Provide intellect and oversight to maximise efficiencies in operations and ensure service quality initiatives are consistent with those of EMCOR UK, regulatory industry standards and customer expectations across Safety disciplines.
- Recommend and where directed, discharge activities across all areas of Safety, in support of a homogenous approach to the delivery of workplace interventions.
- Assist in the development and execution of a rolling PR, marketing, and communications strategy, to improve overall company understanding of Safety related activity through contribution to website updates, social media, monthly newsletters, networking events, and proactive customer and supply chain relationship development in conjunction with the DHSW and EMCOR UK marketing department.

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- Influence and educate on an ingrained Safety culture throughout EMCOR UK through continuous safety education, seminars, and business-related challenges. Develop, coordinate, manage and maintain safety programming to reduce risk and encourage intrinsic approaches with the aim of reducing EMCOR UK's incident levels to positively affect the impact of company costs.
- Review and inform of the development of all aspects of EMCOR UK's Safety policies and activity and ensure that it is implemented consistently across the organisation.
- Monitor evaluate Safety legislation ensuring that EMCOR UK has systems and procedures in place to meet legal compliance and other requirements.
- Ensure rigorous risk assessment and learning methodologies and systems are effectively dispersed across the organisation in conjunction with the HSE.
- Assist in the ongoing development of the Safety auditing process, liaising with the DHSW in setting objectives to improve Safety of our employee base.

Resource responsibilities

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

Person specification

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

- Chartered Safety Practitioner equivalent experience
- Master's degree or equivalent in Safety (or transferrable people based discipline) or similar related topic
- A comprehensive knowledge and understanding of aspects of Safety and risk management.
- A comprehensive knowledge of current Safety issues legislation, management and ISO standards
- Ability to interpret and provide authoritative advice on Safety management issues
- Knowledge of workplace Safety initiatives and how they add value to an organisation
- Communication skills - capable of influencing peers in identified departments with experience in doing so in other organisations.
- Analysis and reporting, with the ability to structure analysis into meaningful supportive data to drive solution proposals. Extracting and effectively applying leading and lagging data to support the Safety agenda
- Knowledge of Safety legislation and standards.
- Experience in the development of Safety policies strategies, management systems and controls that have been successful in improving general Safety and productivity.
- Experience of informing businesses in good practice Safety management.

Job Description

Personal

- 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

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.

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Line Manager <i>Signature</i>	
Print Name	
Date	

Job Holder <i>Signature</i>	
Print Name	
Date	

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