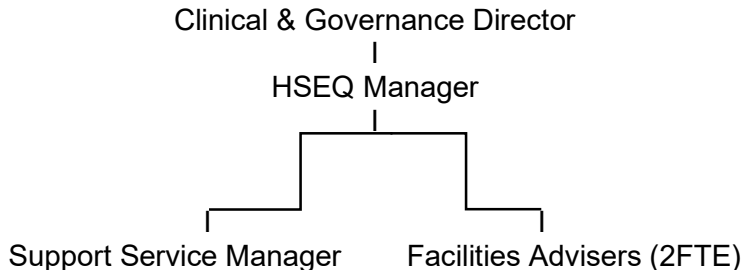


## BON ACCORD CARE JOB PROFILE

1 Job Details	
Job Title:	HSEQ Manager
Job Profile No:	
Grade:	G16
Version Date:	March 2022

2 Job Purpose	
<ul style="list-style-type: none"> <li>• Responsible for providing HSE Specialist advice, guidance and leadership across the organisation.</li> <li>• Responsible for the overall governance of Health and Safety in conjunction with the executive team, to provide reporting and assurance to the Board</li> <li>• Responsible for the implementation of Bon Accord Care's Health and Safety Policy and maintain compliance with internal and external statutory requirements.</li> <li>• Encourage learning from experience and seeking to continually improve to provide safe working environments and ensure the safety and wellbeing of employees, service users, contractors and visitors.</li> </ul>	

3 Reporting Relationships	
 <pre> graph TD     CGD[Clinical &amp; Governance Director] --&gt; HSEQ[HSEQ Manager]     HSEQ --&gt; SSM[Support Service Manager]     HSEQ --&gt; FA[Facilities Advisers (2FTE)]           </pre>	

4 Outcomes	
<p><b>The post holder will be expected to:</b></p> <ul style="list-style-type: none"> <li>• Provide HSE Specialist advice and guidance across Bon Accord Care.</li> <li>• Assist in the identification and management of key organisational risks.</li> <li>• Prioritise areas of risk and work across the organisation to manage risks appropriately and in a time-sensitive manner.</li> <li>• Identify high risk services that require additional health and safety support.</li> <li>• Maintain H&amp;S policies and procedures in line with current legislation, ensuring consultation and dissemination within the organisation.</li> <li>• Ensure that monitoring of health and safety performance is routinely and systematically undertaken and reported,</li> <li>• Co-ordinate, organise and report back on all required Health and Safety audits, across sites, identifying and managing risk on specific sites.</li> <li>• Where necessary, undertake spot announced and unannounced health and safety audits on identified sites or for specific projects.</li> </ul>	

- Coordinate organisation wide reporting, proactively monitoring and measuring Safety management systems,
- Monitor Safety management information, identifying trends and emerging issues.
- Investigate serious events, identifying root causes and opportunities to learn from experience.
- Carry out reviews of accidents / incidents / near misses looking at trends and advising on action where necessary
- Work with the services to develop and maintain the reporting and recording of all incidents including RIDDOR.
- Promote the recording of near misses at all levels.
- Identify and report relevant events to external enforcing authorities and act as HSE liaison for respective business area, including the management and reporting of RIDDORS.
- Work with services on action plans developed out of the various health and safety audits, inspections and checks undertaken internally or externally.
- Monitor and support persons responsible for completing relevant actions, escalating non-conformance or failure to meet agreed targets.
- Report status of action plans developed out of the various health and safety audits, inspections and checks.
- Manage and co-ordinate organisation wide reporting and recording on fire risk, Management matters, and support the implementation of FRA's across all sites including recommendations and remedial works.
- Ensure FRAs are reviewed and updated where there are changes to property or legislation.
- Co-ordinate and administer meetings of the health & safety committee and all other health and safety related meetings.
- Advise on the completion and implementation of general and specific risk assessments across all sites.
- Support the organisation to complete and write up risk assessments as required.
- Advise and support the development and regular testing of business continuity plans.
- Esurance of statutory compliance with equipment across all services in accordance with PUWER and LOLER regulations.
- Be responsible for board and committee reporting on all HSEQ matters.
- Lead and develop teams providing expert advice across the organisation.
- Direct line management of facilities team in line with HR policies and procedures.
- Responsibility for managing appropriate budgets.
- Take the lead role in the development of strategic planning for health and safety.
- Responsible for the management of any service level agreement arrangements.
- In partnership with learning and development team complete health and safety training needs analysis process for all staff.
- Establish and maintains effective working relationships with all stakeholders including our shareholder ACC.
- Undertake any other duties relevant to the job role based on the needs of the business.

## **5 Knowledge**

### **The post holder must have:**

- Significant experience within a health and safety management role ideally within a health and social care environment.

- Demonstrable knowledge of current legislative regulatory requirements and the ability to apply this in a practical manner.
- Demonstrable knowledge of all statutory standards and guidance associated with fire risk management in the care industry, health and safety and manual handling.
- Comprehensive knowledge of best practice in health and safety.
- The ability to work with and support stakeholders at all levels of the business assisting with their understanding of all regulatory requirements.
- Relevant experience in Business Continuity Planning / Contingency planning/resilience.
- Experience of HSE performance monitoring and measuring.
- Experience of developing and delivery of business wide HSE training programmes.
- Demonstrate an ability to write professional HSE Reports.

## **6 Job specific skills and competencies**

### **The post holder is expected to demonstrate:**

- Strong organisational skills, with the ability to arrange and prioritise their own work schedule and maintain easy to access/use records.
- Strong verbal and written communication skills with the ability to be able to interpret and discuss complex issues and communicate appropriately via letter, e-mail and face to face with staff and third parties.
- Strong interpersonal skills and the ability to motivate others to follow the required health and safety processes and procedures.
- Prioritise and delegate workloads and deadlines, motivate, supervise and guide staff for effective service delivery
- Assess and write reports
- Plan and make decisions
- Manage finance and budgets effectively
- Be competent with a range of ICT packages including MS Office

## **7 Organisational Values**

### **The post holder is expected to display the following values:**

- **Service** - We listen and respond to our customers
- **Quality** - We always give our best
- **Value** - We work effectively and efficiently
- **Integrity** - We respect the dignity & diversity of everyone, & always uphold their rights
- **Pride** - We take pride in everything we do
- **Innovation** - We create and lead on change

## **8 Requirements of the Job**

### **The post holder needs to hold as a minimum:**

- NEBOSH Diploma or equivalent
- Fire Safety qualification e.g NEBOSH national certificate in Fire Safety and Risk Management (or working towards)

- An Environmental qualification e.g NEBOSH Certificate in Environment Management (or working towards)

**The post holder will be expected to:**

- Travel as required in relation to the needs of the service
- Work flexibly to meet the needs of the company.
- Work in accordance with Adult and Public Protection principles and procedures.
- Adhere to the requirements of company policy and procedures and health and safety policies and legislation

**9 Development**

**The post holder must have undertaken or be committed to undertaking the following within a specified period:**

- Familiarisation with Bon Accord Care policies and procedures
- Completion of Mandatory Level 1 & 2 training
- Training and other development needs as appropriate, including financial and commercial awareness.