

## Role Profile

<b>Role Title:</b>	Head of Safety & Facilities
<b>Department:</b>	HR & Learning
<b>Role Purpose:</b>	<p>To oversee and lead both the Facilities Management and Health &amp; Safety functions.</p> <p>Develop and deliver a fit for purpose workplace strategy, which enables collaboration and delivers high quality working environments for all colleagues.</p> <p>Oversee the delivery of a fit for purpose Health &amp; Safety service. Ensuring a culture of safe working and practice is embedded throughout the business; providing robust monitoring, reporting and assurance.</p> <p>As a member of the HR &amp; Learning SMT contribute to the continuous improvement of our people services.</p>
<b>Reporting to:</b>	Executive Director of HR & Learning
<b>Responsible for:</b>	<p>Group H&amp;S Assurance Manager</p> <p>Senior Facilities Manager</p>
<b>Disclosure level:</b>	Basic, plus Watchlist, Negative Media and Credit Check
<b>Role Level:</b>	Operational Leader

<b>Key Role Responsibilities</b>	<p><u>Facilities Management</u></p> <ul style="list-style-type: none"> <li>• Develop and deliver a workplace strategy which is a key element of the overarching people strategy. Delivering high quality workspaces which enable collaborative working and ensure we attract and retain talent whilst meeting safety and regulatory requirements.</li> <li>• Work with various teams across the business in the delivery of the strategy, including but not limited to the asset management and IT teams.</li> <li>• Ensure the delivery of a high quality FM service across all offices, including monitoring and maintaining maintenance and replacement of all plant, machinery and vehicles as appropriate.</li> <li>• Project manage large-scale works as needed or delegate to others as appropriate.</li> </ul>
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Health & Safety

- Oversee the delivery of a fit for purpose Health & Safety service to the business.
- To be the recognize Health & Safety lead for the business.
- Implementing and continuously improving our health & safety strategy ensuring it meets the requirements of changes in legislation and best practice determined by our sector and external operating environment. This includes but is not limited to interpreting and implementing the recommendations arising from the Social Housing Green paper and the Hackett review.
- Ensure a positive and collaborative working relationship with colleagues across the business especially the Compliance Team.
- In conjunction with the Executive Director of HR & Learning, ensure our Health & Safety governance arrangements provide the required levels of challenge and scrutiny.
- In conjunction with the Executive Director of HR & Learning, provide reports, monitoring and analysis to board and committees on health & safety matters.
- Work with the learning & development team to ensure our health & safety training meets the requirements of our operational services and legal requirements; actively measuring the impact of training on H&S practice.
- Ensure a robust program of auditing and monitoring in response to key risks; working with operational colleagues to address any findings and recommendations.

General

- Recruit, manage, develop and retain team as required to deliver high quality, value added support.
- To be responsible for the FM and H&S budgets; including capital spend on large-scale works as needed.
- Actively contribute to the work of the wider HR & Learning Directorate, as well as the business as a whole in cross-functional projects.
- Oversee the procurement and management of all contracts ensuring we elicit value for money and added value at all times.
- To undertake any other duties commensurate with the nature and grade of the role.

<p><b>Education, Qualifications and Training</b></p>	<ul style="list-style-type: none"> <li>• Proven knowledge of Health &amp; Safety legislation and best practice gained through NEBOSH Diploma or Degree or equivalent level of relevant experience.</li> <li>• Level 4 BIFM qualification or equivalent experience.</li> <li>• Proficient in MS Office.</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Demonstrable experience of the practical application of H&amp;S legislation and best practice.</li> <li>• Proven experience of delivering high quality, value adding H&amp;S and FM services.</li> <li>• Experience of developing and delivering workplace strategies to enhance the employment experience and enable collaborative working.</li> <li>• Proven experience of leading and managing a team.</li> <li>• Financial and project management experience.</li> <li>• Experience of managing third party vendor relationships to elicit best value.</li> </ul>
<p><b>Role Specific Skills &amp; Behaviours</b></p>	<ul style="list-style-type: none"> <li>• Able to translate legislation and best practice into practical application.</li> <li>• Highly articulate and able to engage differing audiences on a range of issues.</li> <li>• Proven leadership, people and financial management skills.</li> <li>• Customer focussed - visible and able to engage stakeholders.</li> <li>• Able to work on own initiative and deliver a range of priorities within budget and on time.</li> <li>• Analytical with proven judgement and decision-making skills.</li> <li>• Able to build and sustain positive working relationships.</li> </ul>