

JOB TITLE	Safety and Security Manager
LOCATION	Nationwide
EMPLOYMENT	Permanent
REPORTS TO	Head of SHEQS

DESCRIPTION OF FUNCTION

Working with the Head of SHEQS, the role takes responsibility for the provision of effective and value-driven leadership in all aspects of Safety, Security and Emergency Preparedness (EP) across the Energy business.

Provide expert advice, knowledge management, technical support and guidance across the scope of operations. Drive continual Safety & Security performance improvement through the delivery of agreed strategic projects.

Support operational teams and facilities to achieve the highest standards of Safety & Security culture, leadership and performance taking a visible approach to the role. Responsible for: (indirect) Safety & Compliance Managers

JOB RESPONSIBILITIES & DUTIES

- Health and Safety is of the highest priority, and the job holder will be required to ensure that this is always in the forefront of their thinking.
- Provide practical technical Safety & Security advice, guidance and coaching.
- Provide timely reports on Safety & Security performance and metrics to ensure all key stakeholders are fully apprised on strategic progress, risks and opportunities, and recommendations.
- Work with business leaders to build and maintain a culture of continuous Safety & Security improvement; developing co-ordinated systems to develop the HomeSafe culture and ensure compliance across the business.
- Ensure delivery of Safety & Security projects at an Energy business level in line with approved timescales and budget.
- Interface with cross-functional and operations teams, establishing conditions for project success and ensuring ownership for HomeSafe deliverables.
- Lead the development, implementation and improvement of effective Safety & Security policies, processes and procedures. Ensure compliance assessments are completed to ensure adherence to all relevant procedures.
- In line with functional and business requirements, attend Operational Meetings, providing information and reporting on Safety & Security related matters.
- Drive a learning culture through active participation in incident investigation, incident review and assurance.
- Work with the operational fleet, ensuring a consistent approach to safety, specifically around outage preparation and execution.
- Ensure that appropriate employee Safety and Security awareness training needs are identified in the businesses and in conjunction with the training department enable the relevant specific training delivery.
- Ensure appropriate controls are in place for the business; on Safety & Security arrangements for travel to ensure all relevant controls are in place to protect all employees whilst travelling within and outside of the UK.

- Ensure appropriate knowledge and resources are in place, in conjunction with the business units, to ensure the business responds appropriately to incidents
- Manage a programme of testing resilience measures by preparing and planning both desk-top and site-based incident response in conjunction with operational teams.
- Lead operational management (and as required - other technical departments) in external dialogue on Safety (regulatory) or security matters
- Provide support and guidance to legal cases as and when required.

CAPABILITY PROFILE; KNOWLEDGE, SKILLS AND EXPERIENCE

Essential

- Experience of producing policy and procedures and implementing them into the business
- Full understanding of health, safety and environmental legislation, and business relevant regulations
- Knowledge of Emergency Planning and Preparedness
- Knowledge of the energy generation board Safety Rules

Desirable

- Knowledge of project management techniques and systems
- Familiar with ICT systems (Outlook, Word, Excel, SharePoint) and data interpretation
- Knowledge of quality management systems (e.g. ISO 9001, 14001, 45001, 50001, CMS)

Essential

- Able to communicate at all levels to both internal and external stakeholders.
- Able to influence and drive compliance and change at all levels.
- Ability to organise own diary ensuring that all key tasks and objectives are planned and met.
- Flexible approach to working, working away from home when business needs require
- Able to present information and data to key stakeholders

Essential

- Confident to present SHEQS processes, change or new procedures to the business when required.
- Responsibility for the delivery of Safety & Security standards within an operational environment.
- Experience of producing policy, processes and procedures, and of implementing them into a business
- Responsibility for project delivery to high standards within an operational environment
- Experience of taking part in emergency response scenarios and of command structures

Desirable

- Functional or operational management in the waste sector
- Experience of managing people

Essential

- Full Driving Licence
- NEBOSH Diploma or Equivalent
- Degree qualified or other relevant Qualification

Desirable

- CMIOSH or member of appropriate safety organisation
- Relevant Safety Qualifications e.g. PTW / Confined Space
- Project Management