

**Public Sector Agency**

Candidate Information Booklet

**HEALTH AND SAFETY MANAGER**

**(Deputy Principal)**

 Permanent

Closing date for applications: 3pm on Friday 31st January 2025

REF: HSM/23/2

If you have a disability that makes reading difficult, this application form can be obtained in other formats.

**ABOUT THE PUBLIC SECTOR AGENCY**

This public sector organisation is an agency of the Foyle, Carlingford and Irish Lights Commission (FCILC), established as one of the North South Implementation Bodies under the Good Friday / Belfast Agreement, constituted under the North South Co-operation (Implementation Bodies) (Northern Ireland) Order 1999 and the British Irish Agreement Acts 1999 and 2002.

The Board of this public sector organisation reports to the North South Ministerial Council (NSMC) and its government Sponsor Departments – the Department of Agriculture, Environment and Rural Affairs (DAERA) in the North, and the Department of the Environment, Climate and Communications (DECC) in the South. The Agency is funded on a 50/50 basis by DAERA in Northern Ireland and DECC in Ireland.

The organisation's headquarters are based in Derry~Londonderry, with a Regional Office in Carlingford, Co Louth and an operational depot in Omagh.

The high level Strategic Priorities identified to enable this public sector organisation to fulfil its statutory remit are:

* Our Remit: Raising the Standards.
* Making Connections.
* Just Transition.
* Organisational Excellence.

**AGENCY STRUCTURE**

This public sector organisation has 4 Directorates and a Science Section with responsibility for delivery of a wide and varied range of activities and functions.

The Agency is currently going through a change management process. This role is within the Corporate Services Directorate.

**Corporate Services**

The Corporate Services Directorate has responsibility for the effective and efficient delivery of financial services, human resources, information and communication technology, fleet and asset management and all other support functions, to facilitate the achievement of strategic business goals. The Directorate ensures financial and budget management systems are implemented, appropriate controls and monitoring mechanisms are in place to ensure maximum efficiency, accountability and compliance with North South Accounting Guidelines. The Directorate ensures that the organisation is compliant with governance arrangements and is responsible for the development of Strategic, Corporate and Business Plans, ensuring that resources are in place to deliver business objectives.

**JOB DESCRIPTION**

Job Title: Health and Safety Manager

Contract Type: Permanent

Organisation: Public Sector Organisation

Directorate: Corporate Services

Location: Based at this public sector organisation Headquarters, Prehen, but will be expected to travel throughout the Foyle and Carlingford areas when necessary.

Grade/Salary: Deputy Principal / Salary £39,748 - £42,639 per annum (starting salary for successful candidate will be the minimum of the scale).

Responsible to: Director of Corporate Services

Hours: The normal conditioned hours of work are full-time: 37 hours (excluding meal breaks Monday to Friday). May also be required to work occasional evenings and weekends.

**PURPOSE OF ROLE**

The Health and Safety Manager will be part of the management team within the Corporate Services Directorate and will be responsible for developing, managing and coordinating Health and Safety for the wider organisation.

The primary role of the Health and Safety Manager is to lead, develop, implement and monitor the application of the Safety, Health and Welfare Policy and to provide specialist advice on all safety matters relevant to the organisation.

The post holder will support and advise the Senior Management Team on Health and Safety management matters to ensure that the organisation complies with its legal and statutory obligations and demonstrates best practice in safety management.

The Health and Safety Manager will also be required to lead on the development and implementation of a Health and Safety Improvement Programme aligned to ISO 45001 accreditation.

The role of this public sector organisation’s Health and Safety Manager is an independent role and shall not in any way impact on or take away from the Health and Safety responsibilities of Line Managers and employees.

**KEY DUTIES AND RESPONSIBILITIES**

Health and Safety Management

* Ensure the organisation’s Health and Safety Management System including policies, procedures, rules and regulations are fit for purpose, implemented and are regularly reviewed, updated and communicated.
* Develop, guide and advise the organisation to deliver best practice safety performance across all activities.
* Develop safety assurance systems to support the Chief Executive and Senior Management Team to demonstrate safety compliance.
* Lead on the development and implementation of a Health and Safety Improvement Programme aligned to ISO 45001 accreditation, working with internal and external stakeholders to continue the development of a safety culture within the organisation.
* Engage with safety regulators and others to ensure the organisation is able to operate effectively.
* Provide information on safety topics and promulgate this information to management and staff across the organisation.
* Develop and undertake an agreed programme of safety inspections and audits.
* Support both the Safety Management Group and the Health and Safety Consultative Committee to be effective in engaging with and addressing key Health and Safety issues.

Risk Assessment and Management

* Ensure that an effective methodology is in place and implemented for the assessment of Health and Safety risks across all areas of this public sector organisation operations and sites/buildings. This includes (but is not limited to) premises, plant and equipment, fire and emergency, contractors, COSHH Assessments and driving at work.
* Assist staff with the completion of risk assessments, by providing advice and guidance and ensure that risk assessments are completed for all activities with significant risks.
* Ensure arrangements are in place to review and where necessary update risk assessments, and that they are appropriately approved by the relevant Manager.
* Maintain relevant information and reports on risk assessments and the status of any actions / further control measures arising.

Safety Advice

* Keep informed of current Health, Safety and Welfare legislation in both Ireland and Northern Ireland.
* Help and support Directors and Managers to communicate key Health and Safety messages and create conditions for improvement and change within the organisation, creating a positive Health and Safety culture.
* Draw up safety policy documentation and ensure that these policies are approved, implemented and updated as required.
* Provide a range of Advice Notes, Standard Operating Procedures and information on the principal hazardous activities and work areas that the Organisation carries out.

Training

* In conjunction with Human Resources and line management, assist Managers to nominate staff for training courses.
* Develop a Health and Safety training schedule.
* Ensure appropriate Health and Safety training programmes are developed, organised and delivered. Lead the interaction with key training providers.
* Manage and maintain the annual Health and Safety training budget.
* Ensure Safety, Health and Welfare training records are maintained and recorded appropriately.
* Monitor staff training, report on achievement of targets and provide statistical and performance information and metrics on Health and Safety training.
* Review own training and development needs and ensure specialist knowledge and skills are kept up to date and relevant to the requirements of the post.

Accident Investigation and Prevention

* Ensure all accidents, dangerous occurrences, fire damage or other serious incidents and near misses are reported, documented and investigated to determine their causes. Make recommendations to address issues, reduce risk of recurrence and additional controls as required.
* Monitor and ensure all accidents are properly investigated by Managers and that lessons learnt are shared.
* Ensure all accidents are reported as required under legislation in both jurisdictions.
* Maintain a system of recording, reporting and investigating injuries, accidents and dangerous occurrences on Agency premises.
* Carry out independent investigations of significant accidents, incidents or near misses and / or where directed.
* Liaise with insurers and external bodies such as the HSENI or HSA on behalf of the organisation in the investigation of any claims that are alleged against the organisation.

People

* Create, maintain and enhance productive working relationships internal and external to this public sector organisation.
* Work effectively with members of other teams across the organisation.
* Liaise with relevant statutory authorities.

**Other**

* Deal with any matters as requested by the Chief Executive Officer.
* Assist with queries forwarded to this public sector organisation.
* Represent this public sector organisation at meetings / functions both during and outside normal working hours.
* Undertake training as required.

The above list is not exhaustive, and you may be required to undertake other duties and responsibilities for the effective and efficient performance of your role.

This public sector organisation operates within a changing environment, and you will be required to be flexible and adapt to these changes and to develop your role as a result going forward.

The above is given as a broad range of duties and responsibilities and is not intended to be a complete description of all tasks.

**CORE COMPETENCIES**

The organisation’s recruitment and selection process is based on the which sets out how all Agency employees should work.

The Framework is made up of ten competencies, as set out below. It is important that all candidates familiarise themselves with the Competency Framework.

Seeing the Big Picture

* Be alert to emerging issues, legislation and trends which might impact or benefit the organisation’s work.
* Understand own business area strategy and how this contributes to the organisation’s policies and priorities.
* Contribute to the development of policies, plans and service provision to meet citizens’ diverse needs based on an up-to-date knowledge of needs, issues and relevant good practice.
* Ensure own business area / Agency activities are aligned to Agency activity, policy and priorities.
* Actively seek out and share experience to develop understanding and knowledge of own work and of the organisation in general.
* Seek to understand how the services, activities and strategies work together in the business area to create value for the customer / end user.

Changing and Improving

* Find ways to improve systems, policy development and structures to deliver with more streamlined resources.
* Regularly review procedures or systems with all staff to identify improvements and simplify processes and decision-making.
* Be prepared to take managed risks, ensuring these are planned and their impact assessed.
* Actively encourage ideas from a wide range of sources and stakeholders and use these to inform own thinking.
* Be willing to meet the challenges of difficult or complex changes, encouraging and supporting others to do the same.
* Prepare for and respond appropriately to the range of possible effects that change may have on the organisation.

Making Effective Decisions

* Make decisions when they are needed, even if they prove difficult or unpopular.
* Identify a range of relevant and credible information sources and recognise the need to collect new data when necessary from internal and external sources.
* Recognise patterns and trends in a wide range of evidence / data that may affect policy and draw key conclusions.
* Explore different options outlining costs, benefits, risks and potential responses to each.
* Recognise scope of own authority for decision-making and empower this public sector organisation staff to make decisions.
* Invite challenge and, where appropriate, involve others in decision-making to help build engagement and present robust recommendations.

Leading and Communicating

* Take opportunities to regularly communicate and interact with staff, helping to clarify goals and activities and the links between these and the organisation’s policy and strategy.
* Recognise, respect and reward the contribution and achievements of others.
* Communicate effectively orally and in writing in a succinct, engaging manner; know when to stand ground when needed.
* Communicate using appropriate styles, methods and timing, including digital channels, to maximise understanding and impact.
* Promote the work of the organisation and play an active part in supporting the organisation’s values and culture.
* Convey enthusiasm and energy about their work and encourage others to do the same.

Collaborating and Partnering

* Establish relationships with a range of stakeholders to support delivery of policy and business outcomes.
* Invest time to generate a common focus and genuine spirit.
* Actively seek input from a diverse range of people.
* Readily share resources to support higher priority work, showing pragmatism and support for the shared goals of the organisation.
* Deal with conflict in a prompt, calm and constructive manner.
* Encourage collaborative working across the organisation.

Building Capability for All

* Identify and address capability requirements and gaps to deliver current and future work.
* Develop staff, devoting time to coach, mentor and develop others.
* Value and respond to different personal needs in using these to develop others and promote inclusiveness.
* Proactively manage own career and identify own learning needs with Line Manager, plan and carry out workplace learning opportunities.
* Continually seek and act on feedback to evaluate and improve staff’s performance.

Delivering Value for Money

* Recommend actions to achieve value for money and cost efficiency and reduce fraud and error.
* Cultivate and encourage an awareness of cost, using clear simple examples of benefits and how to measure outcomes.
* Work confidently with performance management and financial data to prepare forecasts and manage and monitor budget against agreed plans.
* Follow appropriate financial procedures to monitor contracts to ensure deliverables are achieved.
* Monitor the use of resources in line with Agency’s procedures and plans and hold staff to account.

Managing a Quality Service

* Make effective use of project management skills and techniques to deliver outcomes, including identifying risks and mitigating actions.
* Develop, implement, maintain and review systems and service standards to provide quality, efficiency and value for money.
* Work with team to set priorities, goals, objectives and timescales.
* Establish mechanisms to seek out and respond to feedback from customers about policy and service provided.
* Promote a culture that tackles fraud and error, keeping others informed of outcomes.
* Develop proposals to improve the quality of service with involvement from a diverse range of staff, stakeholders or delivery partners.

Delivering at Pace

* Successfully manage, support and stretch self and staff to deliver agreed goals and objectives.
* Show a positive approach in keeping their own and the staff’s efforts focused on the goals that really matter.
* Take responsibility for delivering expected outcomes on time and to standard, giving credit to terms and individuals as appropriate.
* Plan ahead but reassess workloads and priorities if situations change or people are facing conflicting demands.
* Regularly monitor own and staff’s’ work against policy, milestones or targets and act promptly to keep work on track and maintain performance.
* Coach and support others to set and achieve challenging goals for themselves.

Achieving Outcomes through Delivery Partners

* Consider, in consultation with experts, alternative ways of working with partners and contractors to identify more efficient outcomes, balancing cost, quality and turnaround times.
* Work with experts in engaging effectively and intelligently with delivery partners in order to define and/or improve policy and service delivery.
* Gather and use evidence to assess the costs, benefits and risks of a wide range of delivery options when making decisions.
* Identify and understand relevant legal and commercial terms, concepts, policies and processes (including project approvals and assurance procedures) to deliver agreed outcomes.

**PERSONNEL SPECIFICATION**

**HEALTH AND SAFETY MANAGER**

**Essential Criteria**

Applicants must demonstrate that they possess the following criteria, by the closing date for applications:

* A qualification in Occupational Health and Safety at level 5 (or higher) on the QCF Framework.
* Membership of an appropriate Health and Safety professional body at a grade equivalent to GradIOSH or higher.
* Practical experience of operating Health and Safety Management Systems and relevant procedures within a multi-disciplinary organisation.
* A minimum of 3 years’ experience in the last 10 years in the successful management and delivery of Health and Safety services.
* A minimum of 2 years’ managing and leading teams.
* A full current driving licence by the closing date (with not more than 6 penalty points and held for a minimum of 2 years) and access to a form of transport which will permit travel throughout Ireland / Northern Ireland.

Applicants must also possess the following:

* Knowledge and experience of the key issues involved in the management of Health and Safety.
* Experience in making technical judgements and recommendations to ensure the risks associated with the work of the organisation are managed in accordance with defined standards.
* Experience of developing and implementing a Health and Safety Management System appropriate to the needs of the organisation.
* Experience of working with IT based systems for managing Health and Safety.
* Proven experience of working on multiple projects within agreed budgets and to demanding time schedules.
* Have excellent communication and negotiation skills.
* Have excellent leadership and management skills.
* Have change management skills and experience.

**Desirable Criteria**

In the event of a large number of suitably qualified applications, the criteria may be enhanced, as detailed below.

* Possess an understanding of the factors involved in working and managing Health and Safety in two jurisdictions.
* Knowledge and experience of the key issues involved in the management of Health and Safety within a water-based environment.

**HOW TO APPLY**

Please apply by uploading your CV and Cover Letter, explaining why you meet the essential and desirable (where possible) criteria for the job.

These documents must be uploaded must be uploaded via this portal (<https://jobs.consciatalent.com/conscia>) no later than 3pm Friday 24th January 2025 (Irish time).

Applications will not be accepted after the closing date.

When outlining your application, accuracy is essential. The information you supply in your application will play a central part of the selection process. The technical elements related to the duties and responsibilities of this job will be scored on a competency based framework at shortlisting and interview. This means that ONLY those candidates who most closely match the requirements of the post are likely to be shortlisted.

* Please do not use acronyms, complex technical detail etc. Write for the reader who may not know your employer, your field of expertise or your job.
* Relevant or equivalent qualifications – if you believe your qualification is equivalent to one required, the onus is on you to provide the Panel with details of modules studied etc. so that a well-informed decision can be made.
* It is essential that all applicants demonstrate through their CV and Cover Letter how and to what extent their experience and skills are relevant to this post, and the extent to which they satisfy each of the essential and desirable criterion specified. If you do not provide sufficient detail, including the appropriate dates needed to meet the criteria, the Selection Panel will reject your application.
* Any examples you provide should be concise and relevant to the criteria. This is very important as the examples that you provide may be discussed at interview and you may need to be prepared to talk about these in detail if you are invited to interview. It is your unique role that the Panel are interested in, not that of your organisation, team or division.
* The organisation will not make assumptions from the title of the applicant’s post or the nature of the organisation as to the skills and experience gained.

If you do not receive an acknowledgement of receipt of your application, or you have not received any direct communication from Conscia within 10 working days of the closing date, please check your junk/spam folders as email notifications may be filtered here.

The onus is on each applicant to ensure that they are in receipt of all communication from Conscia Limited.

Conscia Limited accept no responsibility for communication not accessed or received by an applicant.

If you have any queries about the role, please contact us at gemma@consciatalent.com

**GUIDANCE FOR INTERVIEW**

At interview, the technical elements related to the duties and responsibilities of this job will be scored on a competency based framework. The Selection Panel will assess candidates against the behavioural competences, qualifications and experience required for the post.

For professional and technical posts, questions may be framed in the context of professional elements of the post.

If this is your first experience of a competency based interview, bear in mind that it does not require you to:

* Talk through previous jobs or appointments from start to finish;
* Provide generalised information as to your background and experience;
* Provide information that is not specifically relevant to the competence the question is designed to test.

A competency based interview does however require you to:

* Focus exclusively, in your responses, on your ability to fulfil the competences required for the effective performance of this role;
* Provide specific and verifiable examples of your experience in relation to the required competence areas.

**Order of Merit**

The Selection Panel will assess candidates against the interview criteria. Those candidates who meet the required standard(s) and pass mark will be deemed suitable for appointment. The Selection Panel will then list those suitable for appointment in order of merit with the highest scoring applicant ranked first.

The order of merit is valid for one year. Therefore, if this post becomes available again within this year, the next suitable candidate will be offered the post without further competition.

**ADDITIONAL INFORMATION**

Disability Requirements

this public sector organisation will ask on the application form if you require any reasonable adjustments, due to disability, to enable you to attend any part of the assessment process. Details of any disability disclosed are used for this purpose only and do not form any part of the selection process. If you have indicated on your application that you have a disability, are successful in the selection process and are being considered for appointment, you may be required to outline any adjustments you consider necessary in order for you to take up an appointment. If you wish to discuss your disability requirements further, please contact Gemma at Conscia at

gemma@consciatalent.com

**Vetting Procedures**

Prior to appointment the following will be required:

* Proof of qualifications.
* Copy of valid Driving Licence.
* Receipt of 2 satisfactory references (references will not be sought until after the final stage of the assessment process).
* Basic level security clearance which is managed by Access NI.

**Availability**

The post is based in the Foyle Area, however the successful applicant will also be required to travel within the Foyle and Carlingford Areas and outside both jurisdictions.

**Any Other Duties**

Appointees may be required to carry out any other duties that may (from time to time) arise and which are reasonably required within the general level of responsibility for the post.

**Salary**

Starting salary will normally be at the minimum of the scale. Consideration of a higher starting salary may be given to applicants with exceptional relevant experience and/or skills and only then if all ‘suitable candidates’ (those considered to be appointable by the Selection Panel) have refused the minimum salary offered.