

Join us at UHB



Building healthier lives

Welcome from our Interim CEO

Jonathan Brotherton



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J Brotherton', written in a cursive style.

Jonathan Brotherton
Interim Chief Executive Officer

JOB DESCRIPTION

Job Title	Health & Safety Lead
Pay Band	8c
Department	Corporate Affairs
Division	Chief Legal Officer Directorate
Reports to	Director of Corporate Affairs
Professionally Responsible to	<ul style="list-style-type: none"> • Chief Legal Officer • Director of Corporate Affairs

JOB SUMMARY

To provide strategic leadership and direction to the Health & Safety Service, ensuring that the Trust has an up to date and comprehensive health and safety risk management strategy and procedures in place which are implemented and maintained across the organisation to support and embed a risk management culture.

To provide expert guidance, professional advice and support to managers and staff within the trust in relation to the management of health and safety.

To ensure the Trust's Health & Safety Policy is implemented consistently across the organisation.

To advise the Board and Senior Management Team on the implications of current and emerging health and safety and welfare legislation, including evaluating options, making recommendations and generating action plans to ensure compliance across the organisation.

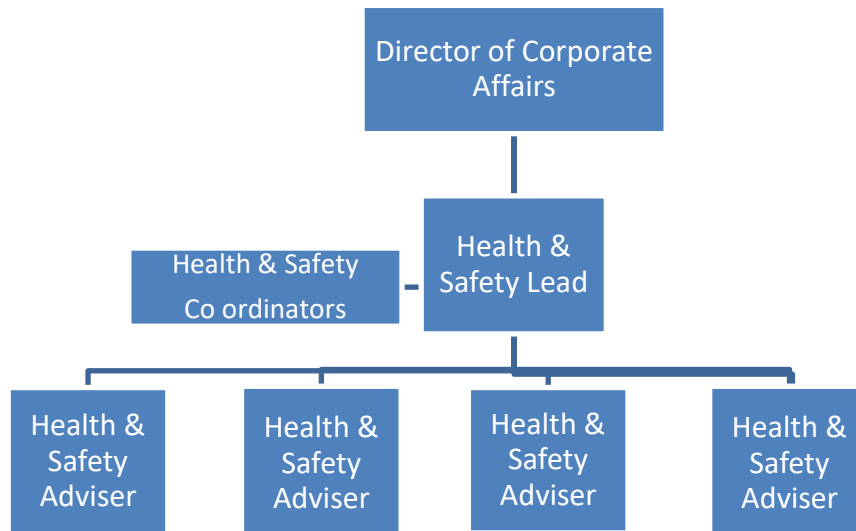
To provide comprehensive Health and Safety advisory services to managers and staff. To undertake the role of competent expert adviser on health & Safety in accordance with the Health And Safety at Work Act 1974 and all other relevant legislation and regulations.

To contribute to the implementation of risk reduction strategies in order to prevent harm, damage or ill-health, thus ensuring the Trust complies with its statutory obligations. This includes the facilitation and ongoing maintenance of safe systems in the Trust, providing specialist advice, training and practical support.

KEY WORKING RELATIONSHIPS:

Internal:	Chief Legal Officer Director of Corporate Affairs Health & Safety team UHB Divisional leadership teams, clinical and operational colleagues Estates function Security management team
External:	Health And Safety Executive (HSE), external stakeholders and regulatory organisations.

CURRENT TEAM/DEPARTMENT STRUCTURE CHART (subject to pending additional resource)



Additional resource will be recruited in early 2023 - a Band 7 Senior H& S Adviser and a Band 5 H&S Officer.

KEY SKILLS

- High level of interpersonal and communication skills to facilitate collaboration and team-work to promote good working relationships to promote the safety, security and personal integrity of individuals and groups.
- Expertise in strategic and operational implementation of Health & Safety practices in a complex organisation.
- Strong presentation skills: written and oral
- Effective policy production, implementation and monitoring

KEY RESPONSIBILITIES

MAIN DUTIES & RESPONSIBILITIES:

Management & Leadership

- Working in conjunction with immediate peer colleagues in providing leadership to the team and the wider organisation in respect of health and safety.
- Identifying the implications of changes in health and safety legislation and practice for the Trust and recommending and initiating any necessary actions.
- Develop policies on behalf of the Trust to ensure compliance with statutory requirements: design health and safety management systems.

- Develop and maintain positive working relationships with internal stakeholders.
- Manage the Health and Safety Team including recruitment, agreeing objectives and work plans, carrying out appraisals and other team related activities.
- Maintenance of the health and safety risk register and ensure that the Board and Senior Management team is made aware of relevant risks associated.
- Take the lead for the co-ordination of allocated and relevant Health & Safety external standards.
- Developing and implementing an assurance programme of health and safety audits, inspections and other review across the Trust and monitoring compliance with the standards in the audit tool (in line with relevant legislation/guidance)
- Management of RIDDOR incident reporting and monitoring systems. Establish appropriate performance criteria and standards; devise supporting measurement tools and develop effective management information systems, which will allow managers at all levels, including the Trust Board, to establish priorities, develop action plans and allocate resources based on informed decisions. Provide monitoring data and reports in order to assist the Trust to continue to improve health & safety performance.
- Undertake the role of competent expert adviser on Health and Safety in accordance with the Health and Safety at Work Act. Advise managers and staff on broad range of health and safety issues, exercising judgement at a professional level.
- Carry out risk assessments and make independent judgements and recommendations in respect of health and safety matters, having regard to the both the operational and strategic approach taken by the Trust.
- Ensure team and individual key performance objectives are agreed, achieved and maintained
- Develop, promote and maintain a Trust wide Health and Safety strategy

BUDGETARY AND RESOURCE MANAGEMENT

- The post holder is responsible for a budget or service and ensuring the appropriate staff resources and projects are managed appropriately.
- Ensure that day-to-day operational management of the budget for the teams they manage is effectively deployed and address problems at an early state

MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES

Communication

- Provide specialist and expert information on health and safety issues to senior staff in the Trust. This will include participation at meetings with senior staff (Health, Safety and Environment Committee/Division Partnership Committees etc.) writing reports and making presentations.

- Communicate through presentations and writing with all levels of staff groups and individuals at Trust (or local external organisations) on aspects of health and safety at work.
- Negotiate with individuals and groups to change behaviour/practice in order to ensure compliance with health and safety legislation, NHS policy and best practice.
- Must be able to analyse complex and occasionally sensitive information relating to health and safety and where required this in a format that can be easily understood by others.
- Report writing – incident investigations, audit reports, technical reports, summary data reports. Reports and information may be used in litigation or be requested by enforcing authorities (Health and Safety Executive) and as such the post holder must be able to draft legible, clear and informative reports.
- Provide information relating to health and safety for trust wide dissemination e.g. newsletter articles, website materials and leaflets.
- Must have the ability to identify barriers to understanding
- Develop inter-professional communication both within and outside the department and organisation, for example with the Health and Safety Executive.
- Required to interpret and communicate health and safety legislation as it applies to the organisation.
- Responsible for the production of quarterly and annual reports on incident trends that are distributed to divisions and Executives.
- Responsible for providing system management for the health and safety training database.

Assessments, Training and record keeping

The post holder will:

- Assist in the development of business cases for Divisional/Departmental needs in terms of health and safety requirements.
- Design and deliver risk assessment education programmes for all groups of staff specific to their work area to effectively manage associated handling issues.
- Be responsible for and organise training for employees on relevant health and safety.
- Maintain accurate records of training/education sessions
- Provide appropriate information on training records or assessments for department managers.
- When required, provide information to the legal department or other departments within the trust.
- Assess staff abilities during training, make recommendations and provide continuing support accordingly (additional training, workplace visits / support advising managers)

- Assess workplaces in the Trust as requested by Occupational Health managers or individuals to make recommendations and follow up as necessary (advise on specific equipment, work place changes and specific onsite training / advice)
- Assess workplace problems, make recommendations and follow up as necessary.
- Maintain accurate records of health and safety advice for staff, patients or workplace assessments, writing reports and making recommendations as appropriate.
- Assessing risks to health arising from many different factors, such as:
 - Chemical – Dust, vapours
 - Physical – Heat, Light, Noise, Radiation
 - Ergonomic – Posture, Motion
 - Biological – Bacteria, Viruses
 - Psychosocial – Stress, Violence, Bullying
 - Environmental – Noise, Poor Lighting or Ventilation
- Accurately recording facts or details of procedures in the workplace.
- Instigate and develop a programme of health and safety audits across the Trust.

Research and Development

- The post holder will participate in research and development activity as a requirement of the post.
- Research/development product/process specifications and trial/evaluate equipment and processes prior to purchase or process application.
- Audit the health and safety systems and practice in the workplace, compile reports and make recommendations to senior managers.

Provision of specialist advice

- As the most senior advisor in health and safety; represent the team on relevant senior committees to provide reports, information and recommendations on health and safety matters.
- Offer a strategic development and review and any other safety including new developments in estate and refurbishment.
- Identify cost-effective solutions to risks to health in the workplace of all types, large and small.
- Recommending remedies or control methods
- Eliminating or significantly reducing risk by facilitating organisational change and learning from incidents, audits etc.
- Compiling data, writing reports and presenting report findings.
- Considering all options of control, such as ventilation, containment and personal protective equipment.

- Deciding on or devising the most appropriate solution for specific situations (action planning and monitoring)
- Provide clear and accurate information on complex health and safety issues
- Responsible for the provision of specialist health and safety advice to staff and management on all areas of Health and Safety including legal issues e.g. environment work processes, building structure and equipment. This will involve exercising judgement at a professional level.
- Responsible for providing specialised advice on the full range of risk reduction measures of the areas outlined above including workplace design issues.
- Responsible for providing specialised advice on the management of health and safety risk to staff.
- Provide specialist advice/risk assessments to Occupational Health physicians, Human Resource Advisers on health risks in the workplace when assessing suitable for new starters or staff facing redeployment.
- Assessment of staff with health and safety related issues in the workplace and provide specific advice to managers, Occupational Health or Human Resources to reduce risk.
- Maintain standards of expertise in the professional and scientific aspects of health and safety by undertaking a process of CPD to ensure the ability to continue to fulfil the role of competent adviser.

Training

- Develop training strategy, including on-line tools and ensure delivery of that training in order that staff and managers are suitably aware and have the correct knowledge in respect of health and safety issues.
- Lead on raising awareness of health and safety issues such as, unsafe working practices, asbestos management and Control of Substance Hazardous to Health Regulations (COSHH) awareness.
- Ensure that appropriate guidance information is provided across the Trust in respect of health and safety

Investigation

- Act as investigating officer for health and safety Serious Incidents using root cause analysis or other appropriate techniques
- Support the facilitation of analysis/investigation of incidents by team members and/or Divisional managers and colleagues.
- Act as an expert witness in internal and external investigations/hearing as appropriate.
- Ensure there is a monitoring system for the progress of actions from incidents and that this is reported to the correct forum in the correct format, both internally and externally.

Other responsibilities

- The post holder will be required to work alongside staff to facilitate, demonstrate and supervise new and existing health and safety practices in the workplace.
- The post holder has a high degree of autonomy in their work.

This is not an exhaustive list of responsibilities but an outline framework again which the post holder will be given flexibility to define the detail.

The post holder will undertake other duties as may be required to achieve the Trust's objectives, commensurate with the grading of the post.

TRUST VISION & VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:

Kind: The kindness that people show to each other every day

Connected: The connections we build with everyone around us

Bold: The ability to be bold in how we think, speak and act

ADDITIONAL INFORMATION

This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.

The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.

All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.

GENERAL INFORMATION:

TRUST VISION AND VALUES

The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; To **Deliver the Best in Care**. Our values apply to every member of staff. They are to treat all with **respect**, to take personal and team **responsibility**, to look to improve the way we do things (**innovation**) and to act with **honesty** in all we do.

TRUST POLICIES AND PROCEDURES

The post-holder will be required to comply with all policies and procedures issued by and on behalf of University Hospitals Birmingham. In addition if the post-holder is required to work at other organisations premises they must adhere to the specific policies relating to the premises in which they work.

CLINICAL GOVERNANCE & RISK ASSESSMENT

The post-holder must be aware of and ensure compliance with the Trust's Clinical Governance systems and Risk Management systems.

CONFIDENTIALITY

Your attention is drawn to the confidential nature of information collected within the NHS. The unauthorised use or disclosure of patient or other personal information is a dismissible offence and in the case of computerised information could result in a prosecution for an offence or action for civil damages under the Data Protection Act.

DATA PROTECTION

If required to do so, the post-holder will obtain, process and/or use information held on a computer in a fair and lawful way; and hold data only for the specified registered purposes and to use or disclose the data only to authorised persons or organisations.

EQUAL OPPORTUNITIES AND DIVERSITY

University Hospitals Birmingham is striving towards being an equal opportunities employer. No job applicant or member of staff will be discriminated against on the grounds of race, colour, nationality, ethnic or national origin, religion or belief, age, sex, marital status or on the grounds of disability or sexual preference.

Selection for training and development and promotion will be on the basis of an individual's ability to meet the requirements of the job.

As a member of staff at University Hospitals Birmingham the post-holder will have a personal responsibility to ensure that he/she does not discriminate, harass or bully, or contribute to the discrimination, harassment or bullying of a colleague or colleagues, or condone discrimination, harassment or bullying by others.

As a manager/supervisor the post-holder will be responsible for promoting and ensuring that the Trust's Equal Opportunities in Employment Policy is implemented and that staff under his/her control are aware of their equal opportunities responsibilities.

The post-holder is also required to co-operate with measures introduced to ensure equality of opportunity.

HEALTH AND SAFETY

The post-holder must make him/herself aware of the responsibilities placed on them by the Health and Safety at Work Act [1974] to ensure that the agreed safety procedures are carried out to maintain a safe environment for other members of staff and visitors.

As a Manager/supervisor the post-holder is accountable for implementing and ensuring compliance, across his/her own area of responsibility, with the Trust's Health and Safety Policies and Procedures. This includes responsibility for fostering a safety culture in which health, safety and related issues are seen as essential and integral parts in the service activities.

The post-holder must adhere to the health and safety rules and procedures of the Trust. He/she has a legal duty to use safety devices and equipment provided.

All staff will receive a general introduction to health and safety at work as part of their induction. They will also be given advice on fire, security and lifting procedures.

FLU PANDEMIC OR MAJOR INCIDENT

In the event of a flu pandemic or major incident, the post holder may be asked to undertake other

duties not necessarily commensurate to the banding of this role. This could include duties in any part of the hospital. Prior to undertaking any duties, the member of staff will have full training and induction. No member of staff will be asked to undertake duties for which they are not competent or where they feel unsafe in their environment or could put patients or themselves at risk.

NO SMOKING POLICY

The Trust has a no smoking policy. Staff are only permitted to smoke in designated smoking shelters. Members of staff must not smoke inside any of the Trust's premises nor in any vehicle used on Trust Business. Members of staff must adhere to the Trust's Uniform Policy and therefore any uniforms must be covered whilst smoking.

PUBLIC SERVICE USER AND CARER INVOLVEMENT

Under Section 11 of the Health and Social Care Act we have a duty to involve patients and the public at all levels within the organisation. The post-holder will be required to recognise and value the benefits of listening and responding to patients and recognise that the patients experience is the catalyst for doing things differently to improve the way we deliver services.

UNTOWARD INCIDENTS

The post-holder must take responsibility for incident and near miss reporting and must ensure they adhere to all departmental policies and procedures.

SAFEGUARDING

The Trust is committed to safeguarding and promoting the welfare of the adults, young people and children who use the services. All staff have a responsibility to report any identified concerns of abuse or exploitation through the appropriate route in line with the respective policies and procedures.

REVIEW OF THE ROLE

This job description will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the service and the organisation.

This role profile is designed to identify principal responsibilities. The post holder is required to be flexible in developing the role in accordance with changes within the Trust's management agenda and priorities. Although this is a list of the key responsibilities of the post it is expected that the post holder and manager will develop and define the detail of the work to be undertaken.

The Trust is committed to equal opportunities, providing opportunities for flexible working and is a no smoking organisation.

Last Updated:

PERSON SPECIFICATION

JOB TITLE: Health & Safety Lead	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Good general education • Numerate and literate • Degree or comparable relevant experience • NEBOSH Diploma or equivalent 	<ul style="list-style-type: none"> • Qualified to Masters degree level in relevant subject or equivalent professional experience working within Health and Safety • Chartered membership of IOSH (CMIOSH) or actively working towards it.
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant experience of working in a Health and Safety role within a complex organisation. • Specialist knowledge of relevant legislation and regulation including Codes of Practice and HSE Guidance. • Experience of working with external agencies including HSE and EA. • Experience of undertaking various audits/inspection, risk assessments and accident investigations in relation to health & safety management. • Experience in producing concise and accurate reports • Experience of leading the health and safety agenda on an organisation wide level • Experience of working in the health care sector • Experience of managing a team • Expert knowledge of current health and safety legislation, national strategies and directives applicable to a health care setting. • Knowledge of local and national strategies on the prevention of accidents • Knowledge of audit and inspection tools. 	
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Strong presentation skills: written and oral • Strong interpersonal and leadership skills • Effective policy production, implementation and monitoring. 	

OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Committed to a safety centred approach to the provision of health & safety support to staff, patients and visitors. • Confident strong communicator. Able to manage relationships at all levels. • Organised and effective in the management of their time and the team. • Able to work independently and as part of a wider team, both the Health & Safety team and the senior risk and compliance management team • Ability to represent UHB (and the Corporate Affairs department) at a senior level • Ability to work under pressure to meet deadlines. • Ability to prioritise effective organisation skills and ability to use initiative within clearly defined parameters • Ability to work on own initiative • Ability to travel between sites. <p>Flexible approach to the needs of the service.</p>	

