

Head of Health and Safety

Department: Treasury and Exchequer.

Section: Assurance and Risk Directorate

Reports to: Treasurer of the States

JE Ref: STE1060

Grade: CS15

JE Date: 16/01/2024

Job purpose

To be the Lead professional and subject matter expert for occupational Health and Safety (H&S), including legislative requirements across the Government of Jersey and the Jersey Public Service

To deliver strategic leadership on the provision of Health & Safety (H&S) assurance to the States Employment Board (SEB) and to Accountable Officers who have delegated operational accountability for Health and Safety legislative compliance as formally delegated by the States Employment Board.

To provide strategic management to the Health & Safety Board and develop a Health & Safety strategic and operational policy across the Jersey Public Service.

Job specific outcomes

As the professional lead and subject matter expert, provide strategic and operational Health and Safety advice to Ministers, Chief Officers, Heads of Service and Heads of Administration across the Public Service. Deliver advice, Health & Safety governance tools and individual coaching where requested.

Lead the development of a risk-based Health and Safety strategy, including implementation of the delivery of associated policies and procedures which are relevant to all colleagues across Government and the Jersey Public Service.

Lead the development, implementation, maintenance and promotion of an organisation wide Health and Safety programme that promotes good practise and educates colleagues in ways to safeguard them in the workplace.

Act as the key point of contact for the Health and Safety Inspectorate and any other Regulator where there are issues of Health & Safety enforcement action being served on the SEB. Provide subject matter expert leadership and operational capability to Departmental Health & Safety Teams who may be required to act as a result of any Health & Safety related enforcement activity served by Regulators including Health and Safety Inspectorate and/or the Attorney General.

To undertake Health & Safety risk assessments to ensure effective capture and prioritisation of Health & Safety risks in the Enterprise Risk Management System (ERM). Develop and maintain an

effective Health & Safety risk register tool to enable Senior Managers to demonstrate a risk-based approach to their Health & Safety prioritisation and decisions related to implementing mitigation measures.

To develop a sustainable on-island capability in Health & Safety in order to reduce reliance on external support. To develop a career pathway for Health & Safety professionals aligned to the Institute of Occupational Safety and Health (IOSH) competency framework enabling team members to achieve Chartered IOSH status and developing an Apprenticeship programme for Health & Safety.

To be responsible for the review and revision of the Corporate Health & Safety Policy for the Jersey Public Service and for advising SEB on the alignment of the Health & Safety Policy through the Health & Safety Scheme of Delegation.

To develop and implement an action plan, for the Health & Safety Board, following any audit requirements for the Jersey Public Service. Develop and manage the delivery of a range of complex Health & Safety related improvement projects following the completion of internal and external audits.

Design, establish and lead transformational Health & Safety assurance activities – including a Corporate Health & Safety review/audit process to demonstrate compliance across the Jersey Public Service. Ensure that data is defined and collected to demonstrate Health & Safety compliance and value for money.

Responsible for delivering simplification through innovative and transformative Health & Safety data insights as the 'Business Process Owner' for the maintenance and development of Connect Health & Safety and other data systems and IT platforms used for Health & Safety across GoJ to deliver Health & Safety data led metrics which are both leading and lagging measures of Health & Safety related performance across the Jersey Public Service.

To report to SEB and other Senior Boards including Executive Leadership Team, Scrutiny Panels, C&AG, Risk and Audit Committee on H&S matters as requested.

Statutory responsibilities

The States' Employment Board (SEB), as the employer recognises its duty under the Health and Safety at Work (Jersey) Law 1989, and all relevant supporting legislation to ensure, so far as is reasonably practicable, the health safety, and welfare at work of all its employees and those who may be affected by its undertaking. It acknowledges the management of occupational health and safety (H&S) risk as an integral part of business performance.

This post is central to the delivery of assurance under these legislative requirements to SEB and operational delivery of a well-managed Jersey Public Service where Health & Safety risks are well understood and proportionately mitigated in line with the government plan and the articulated risk appetite for Health & Safety which is currently 'Low'. The post also provides Subject Matter Expertise in Health & Safety to Accountable Officers so that they may provide proper oversight and an appropriate approach to Health & Safety risk management as required in the Public Finances Manual and relevant Health & Safety legislation.

Employment of States of Jersey Employees (Jersey) Law 2005 (EoSJE) and Health and Safety at Work (Jersey) Law 1989 (HSW)

Public Finances (Jersey) Law 2005

Active engagement, participation and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

This role is politically restricted. The jobholder is not permitted to undertake political activity involving standing for election to the States or as a Parish Constable, or publicly supporting someone who is standing for election or playing a public part in any political manner.

Organisational structure

Government Departments



Organisation chart

Organisation chart – Reporting lines for Head of Health & Safety



Person Specification

Specific to the role

Describe the knowledge, skills, experience, and qualifications required to perform the job to a satisfactory standard.

It is important to convey what the job requires, rather than what an individual might have, as these may be different. For example, you may have a postgraduate level qualification, however, an A' Level standard qualification is the requirement for the job.

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p>Qualifications <i>Please state the level of education and professional qualifications and / or specific occupational training required.</i></p>	<p>Recognised/industry standard qualification in Health & Safety at postgraduate level (Occupational Health and Safety or NVQ 6 i.e. NEBOSH Diploma or Equivalent)</p> <p>Chartered member of Institute of Occupational Safety and Health</p>	<p>Fellow of Institute of Occupational Safety and Health or equivalent</p>
<p>Knowledge <i>This relates to the level and breadth of practical knowledge required to do the job (e.g. the understanding of a defined system, practice, method or procedure).</i></p>	<p>In depth knowledge of occupational health and safety legislation, Approved Codes of Practice (CoPs), Guidance, standards and best practice.</p> <p>Highly developed knowledge political and policy making processes, and ability to operate at highest level within them to secure effective sponsorship for management of H&S</p>	<p>Knowledge of H&S legislation in Jersey and the differences with UK legislation. Experience of working with H&S Regulator on legal compliance aspects including incident investigation</p> <p>Policy development experience beyond H&S as a technical topic</p>

	<p>best practise across Jersey Public Service</p> <p>Work based experience and knowledge of challenges and opportunities within a complex Public Service environment for delivery of effective H&S assurance</p>	
<p>Technical / Work-based Skills <i>This relates to the skills specific to the job, e.g. language fluency, vehicle license etc.</i></p>	<p>Highly developed knowledge of H&S assurance processes and techniques. Well established ability to demonstrate analytical skill and capability to identify emerging trends and subsequent opportunity for improvement in practice.</p>	<p>Demonstrable ability to translate complex technical H&S knowledge into operational activity with measurable value demonstrated.</p>
<p>General Skills/Attributes <i>This relates to more general characteristics required to do the job effectively, e.g. effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<p>Strong interpersonal skills including motivational negotiating, motivating, influencing and relationship building in changing complex environments. Ability to manage teams and achieve progress through others across the Jersey Public Service. Lead stakeholder teams to prioritise work to deadlines and within budget based on risk articulation. Ability to analyse complex information and</p>	<p>Line management experience</p>

	<p>present solutions and or options for improvements and lead teams to sponsor and deliver those improvements.</p> <p>Excellent written and oral communication skills and the ability to effectively communicate complex ideas and information to a range of audiences and stakeholders</p>	
<p>Experience <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work if required by an external body (for example a period of post-qualification experience).</i></p>	<p>Extensive experience of delivering H&S related improvements in complex environments.</p> <p>Extensive experience of delivering H&S assurance workstreams across a complex Multi stakeholder environment</p>	<p>Experience of managing teams across a matrix organisation.</p> <p>Project management skills and experience of delivering multi stakeholder interest projects to time and to budget.</p>

Personal Attributes