



JOB PROFILE

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| Post Title: | Head of Health and Safety (H&S) |
| Directorate: | Safety, Security & Home Affairs Portfolio |
| Responsible to: | Portfolio Director, Safety, Security & Home Affairs Portfolio |
| Responsible for: | Health and Safety Officer (Designate) |
| Grade: | Band H |

Job Purpose

As Head of Health and Safety for the Public Service, the role is accountable for updating and implementing Health and Safety (H&S) across the St Helena Public/Civil Service. Ensuring the SHG H&S policies, legislation, and procedures are fit for purpose, adhere to our obligations, and local laws. The person will proactively advise the Public Service on how to protect the health, safety and welfare of all employees in the workplace.

This is a new role and the person must have significant experience on health and safety matters, implementing change from strategic to operational levels in diverse business environments. The post holder will ensure that health and safety is delivered in a clear, pragmatic and achievable manner for over 800 personnel across all business streams.

The person will support managers to ensure that all employees follow the correct processes regarding health and safety. The person has to be pragmatic with excellent interpersonal skills and ability to adapt and integrate into the Civil Service. Understanding the community, way of life and what is actually achievable for the staff is essential.

The person will need to protect the Public/Civil Service through sensible, and attainable solutions, using dynamic leadership, and management on leading H&S change throughout the entire workforce.

Main Duties and Responsibilities

The main duties of the role include, but not be limited to, the following:

1. Providing a gap analysis and clear risk assessment and priorities on H&S for SHG. Design and implement a new realistic and achievable H&S Roadmap for SHG, setting out what can be achieved over a 5 year period. This must take into account the level of resources, capacity, capability and ODA position for St Helena.
2. Ensure the SHG H&S policy, legislation, and procedures are fit for purpose, adhere to our obligations, and local laws. To devise, implement and ensure H&S compliance policy across SHG setting out key deadlines, milestones etc. Compliance must be achievable within the funding and resource constraints of the Island.



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3. Rapidly address any health and safety concerns, tackling the increasing legacy policy gaps. This may also include clear and effective management of a local designate H&S officer.
4. To raise the profile of H&S issues/concerns across SHG – with clear, continual updates and H&S campaign. To ensure there is an effective H&S behaviour and discipline system in place which is monitored and reviewed.
5. Maintain up to date H&S knowledge, skills and experience, acting as SHGs subject matter expert advisor in relevant H&S matters.
6. Advises PD SS&HA, CS, Ministers on H&S risks and realistically achievable mitigation plans.
7. Liaise with the Attorney General's Chambers on any required updates to H&S legislation.
8. To implement recommendations from previous and future H&S Reports, Audits in consultation with the PDSS&HA.
9. To ensure that new Key H&S Performance Targets (KPTs) are delivered for SS&HA as well as SHG. Identifying and securing external funding streams to train staff on H&S issues across SHG.
10. Facilitates effective working relationships across SHG and with all stakeholders across St Helena on H&S matters.
11. Promotes H&S compliance with the public service mission and values, relevant code of conduct and investigates any breaches
12. Undertake all people management activities, such as absence management, managing conduct, conflict resolution, conducting appraisals etc. and completing Manager Self Service (HR21) processes as required.

Special Conditions

The post holder will be required to set strategic direction on H&S matters, but may be required to work during unsociable hours, including weekends and public holidays, and must be available to support SHG during the event of an emergency, major incident or urgent H&S matter.

The person must be committed and understand the amount of work that needs to be delivered within 24 months to ensure SHG has a fit for purpose H&S system in place for their staff.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.



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Core Competency Framework

| Competency | Level |
|--|-------|
| Professional Development: Required Professional Competency standards met | iv |
| Planning & Delivery of Work: Ensures appropriate resources and levels of capability to deliver to plan. Promotes and enforces appropriate organisational rules and procedures Leads by example in managing business relationships | v |
| Analysis and use of Information: Identifies and uses various sources of evidence to support outputs. Uses evidence to evaluate policies, projects and programmes. Works confidently with data before making decisions: e.g. interpret trends, issues and risks. Establishes underlying causes of problem. Considers options before deciding solution. | v |
| Decision Making: Solves problems that have significant short-term implications for the organisation. Assesses the impact of decisions. Identifies causes rather than just symptoms to inform solutions. Uses trends and patterns in information for evidence based decisions. Confident in making decisions within policy guidelines Assembles available knowledge to ensure evidence based decisions. | iv |
| Working with Others: Manages relationships with key stakeholders by utilising a high level of understanding of own and other's behaviours. Develops relationships with key stakeholders. Influences key stakeholders on issues relevant to the organisation. Creates an environment which will enable delivery of shared policy outcomes | iv |
| Communication: Varies language and content to ensure understanding of audience. Facilitates understanding by explanation and example. Highlights key points for summary from detailed and complex documents | iv |
| Influencing and Persuading: Ensures strategies to support a diverse workforce are implemented. Recognises and anticipates the needs of senior managers and government officials. Presents unpopular messages confidently. Varies style of communication to have maximum impact on audience Influences to maintain a balance between individual motives and directorate/departmental requirements Integrates logic and emotion to construct and convey complex arguments in a face to face situation | iv |
| Dealing with Change: Encourages employees to embrace and contribute to change. | iv |



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| Competency | Level |
|--|-------|
| Presents the business need for change and can focus others on the positive aspects. Enables others to implement change. Anticipates obstacles to change. | |
| Continuous Improvement: Keeps up to date with developments that affect SHG and anticipates what may affect it in the future. Creates an environment which allows people to improve the way they work. Creates an environment where employees and colleagues work to improve the way things are done. | iv |
| Managing Resources: Ensures appropriate resources and levels of capability to deliver to plan Uses management information to monitor/control resources. Supports initiatives for new and more efficient use of resources. Gains respect and credibility from team members through effective delegation, coaching and development. | iv |



PERSON SPECIFICATION

| Criteria | Essential / Desirable | Application Form | Selection Process |
|---|-----------------------|------------------|-------------------|
| Qualifications: | | | |
| Degree in occupational safety, health and environment 2.1 minimum | E | ✓ | |
| NEBOSH or IOSH fully trained | E | ✓ | |
| OSHCR Registered | D | ✓ | |
| Valid driver's licence in class A | E | ✓ | |
| Knowledge & Experience: | | | |
| Substantial experience in Health and Safety in diverse multi-functional environments | E | ✓ | ✓ |
| Experience in developing, coaching and mentoring staff in H&S procedures | E | ✓ | ✓ |
| Experience of managing, investigating and resolving H&S incidents | E | ✓ | ✓ |
| Experience of managing a devolved budget | E | ✓ | ✓ |
| Experience of leading Change Management across a large business environment | E | ✓ | ✓ |
| Experience of working on Overseas Territories or in remote locations | E | ✓ | ✓ |
| Skills and Abilities: | | | |
| Be highly motivated and proactive in order to meet the needs of a small but changing community | E | | ✓ |
| Lead from the front, communicating and motivating people towards achieving H&S goals. | E | ✓ | ✓ |
| Ability to develop, review and implement H&S policies, processes and legislation | E | ✓ | ✓ |
| Ability to develop and implement H&S emergency and contingency plans | E | ✓ | ✓ |
| Strong interpersonal skills including motivational, negotiating, influencing and relationship building | E | | ✓ |
| Other: | | | |
| Willingness to work flexibly – some evening and weekend work may be required. | E | | ✓ |
| On call arrangements to advise and make decisions regarding urgent H&S matters in the event of an emergency | E | | ✓ |
| Committed to H&S and promoting the welfare of all staff. | E | | ✓ |
| Contribute to a positive working environment ensuring commitment to equality and diversity. | E | ✓ | ✓ |



PERSON SPECIFICATION

Our Values

- **FAIRNESS** - We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.
- **INTEGRITY** - We communicate openly and we are honest, accountable and ethical.
- **TEAMWORK** - We work together and we support each other.