

**SCOTTISH ENVIRONMENT PROTECTION AGENCY  
GENERIC JOB DESCRIPTION**

**A JOB IDENTIFICATION**

<b>JOB TITLE</b>	Head of Health & Safety
<b>REPORTS TO</b>	Director of Finance & Corporate Services
<b>DIRECTORATE</b>	Finance & Corporate Services
<b>UNIT OR TEAM</b>	Finance & Corporate Services – Health & Safety
<b>LOCATION(S)</b>	Corporate Office, Stirling
<b>POST STATUS</b>	Parttime, 17.5 hours (split over two weeks, 3 days week 1 2 days week 2, on an alternating basis)

**B. MAIN PURPOSE OF THE JOB**

To manage the provision of a comprehensive Occupational Health and Safety Advisory Service.

To develop, direct and deliver the Health and Safety Strategy for SEPA ensuring the delivery of statutory requirements and supporting SEPA's management and staff in the development of a strong awareness of Health and Safety issues.

**C. KEY AREAS OF RESPONSIBILITY**

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- Take responsibility for the development and formulation of Health and Safety Policies and procedures in accordance with best practice and legal requirements, ensuring compliance with all relevant legislation. Ensure documented health, safety and welfare procedures, including relevant hazard and risk assessments, are developed and maintained for all activities in all workplaces.
- Work with SEPA management to ensure that, as far as reasonably practicable, a safe working environment and safe working practices are in place throughout the Agency. Promote a proactive Health and Safety Culture in SEPA and assist managers in the development of that culture.
- Monitor, audit and report all health, safety and welfare arrangements within the Agency. To co-ordinate, collate and analyse appropriate formal (statutory) and informal records (accidents, incidents, training, maintenance, etc.) and make reports as required.
- Working with the HR department provide expert advice in the identification of corporate and individual training needs in health and safety matters and to assist with its provision directly or through training service providers
- Co-ordinate appropriate Health and Safety Committees ensuring full and meaningful consultation with Union Health and Safety Representatives.
- Ensure all H&S incidents are properly investigated and follow up action taken and be a first point of contact for the enforcing agencies as appropriate.
- Working with the Head of HR, to prepare a realistic SEPA-wide Health and Safety business plan and budget, detailing actions required and establishing adequate

systems and performance standards.

- Work with colleagues in the Quality department to audit and review the performance of the SEPA Health and Safety Management System.
- Manage the provision of an Occupational Health Service for SEPA ensuring that health surveillance and other occupational health requirements are identified and specified. Actively seek ways to promote health issues in the workplace.

**People Management/H&S**

- To manage the Health & Safety Unit, taking responsibility for recruitment, staff development, allocation of work and performance management within SEPA's management framework and procedures. This will involve carrying out annual performance appraisals and creating personal development plans with team members.
- To ensure that training needs are identified, prioritised and scheduled across the team. May be required to deliver formal training or briefing to staff
- Responsible for ensuring that SEPA's procedures and guidelines are both understood and followed by all team members. Specifically ensure that Health and Safety procedures are followed and that all work is carried out in a safe manner.

**D. COMMUNICATIONS AND KEY WORKING RELATIONSHIPS**

Communication is with all levels of SEPA staff as well as external enforcing authorities. Various reports to SEPA's Corporate Management Team (CMT) and to local and national health and safety committee structures including main and regional board members. Communication tends to be advisory and conveying information.

**E. DIRECT REPORTS**

2 Health & Safety Advisors  
 1 Health & Safety Administrator (matrix management)

**Person Specification**

**1) KNOWLEDGE AND TECHNICAL SKILLS**

Indicates the type of knowledge and skills essential or desirable to do this job and the level required using the indicators below.

- (1) Significant expert knowledge
- (2) Specialist knowledge
- (3) Routine but detailed knowledge
- (4) Broad understanding
- Or not applicable (N/A)

Type of Knowledge/skills (please specify detail below under broad headings)	Essential	Level	Desirable	Level
SEPA Organisational Knowledge  Namely: must be able to understand SEPA functioning and how various departments inter-relate to each other.	X	3		
Scientific/Technical  Namely: requires expert knowledge in	X	1		

health and safety management systems.				
Managerial Namely: requires general set of managerial skills, management staff, etc.	X	4		
Legislation Namely: detailed and specialist knowledge of legislation and codes of practice required and how these are applied within SEPA.	X	1		
Other (please specify)				

## 2) QUALIFICATIONS

Indicate the area and level of qualifications (if any) essential or desirable to do this job

Type of Qualification	Essential	Desirable
First degree in cognate subject	X	
Corporate membership of Chartered Institution of Occupational Safety and Health (IOSH).	X	
NEBOSH diploma or equivalent	X	

## EXPERIENCE REQUIRED

Indicate the type and likely length of experience essential or desirable to do this job

Type of Experience	Essential	Length	Desirable	Length
Technical/scientific professional experience	X	Min 7 years		
People management experience			X	1-2 years
Budgetary management experience			X	1-2 years
Use of equipment and systems (please specify)			none	none
Other (please specify):			none	none

## 3) COMMUNICATIONS SKILLS

Type of Communication (please specify detail below under broad headings)	Essential	Desirable
Written communication Namely: policies and procedures, reports to boards,	X	

committees,CMT,managementteams,allstaff,		
Reportwriting Namely: reports to boards, committees, CMT, managementteams,allstaff	X	
Oralcommunication Namely: mostly committees and training delivery, management briefings, managing consultations and meetings	X	
Presentations Namely:committeesandtrainingdelivery	X	

**SALARY:**

The salary band for this post is Band **B, £45,150 to £52,056 prorata** , starting salary will be on the base of the salary grade, **£22,575(based on 17.5 hours)** .

**FURTHER INFORMATION:**

This post will be advertised **internally and externally** .

To apply for this post please submit your **completed SEPA application form** quoting the following post reference : **FCS83564**

**Application forms must be received by 22 July 2009.**

**Interviews will be held on the 10<sup>th</sup> of August 2009**

**Successful applicants will be asked to provide a Basic Disclosure Scotland Certificate (Not applicable to existing SEPA employees).**

**Certain positions within SEPA may also require the successful candidate to undergo additional Security Clearance for posts involving access to sensitive information.**

Please note that late applications will not be considered. It is the responsibility of the applicant to ensure that they submit their details in a legible and/or decipherable format to SEPA's HR Department by the deadline.

Electronic applications that are indecipherable will not be considered, although every effort will be made to contact the applicant to allow them to resubmit.

Please be aware that as SEPA's selection process is conducted on an anonymous basis, CV's and covering letters will not be included in the information submitted for shortlisting. Please ensure that any specific or relevant information you want considered is included in your application form.

Internal candidates wishing to be considered for this post on a secondment basis must discuss this with their line manager prior to applying.

**To apply please go to the address below to download the relevant application form from our website :**

<http://www.sepa.org.uk/vacancies>

**Thensendyourcompletedformto:**

[recruitment@sepa.org.uk](mailto:recruitment@sepa.org.uk)

OR

Recruitment  
SEPA Corporate Office  
Erskine Court  
Castle Business Park  
Stirling  
FK94TR

For details about SEPA and all current vacancies please visit: [www.sepa.org.uk](http://www.sepa.org.uk)

**Applicants with a disability can request descriptions and application forms in Braille, large print or on tape; and applications may be submitted on disk or in an alternative format. Please contact HR at the address outlined above or telephone 01786452555.**