



DIOCESE OF BRENTWOOD

Job Title	Health & Safety Officer
Parish/Department	Curia
Location	Cathedral House, Ingrave Road, Brentwood, Essex, CM15 8AT
Reports/Accountable To	Bishops Delegate for Civil Administration
Salary	Salary range from £30,000 to £50,000 per annum(dependent on skills & experience) The Diocese offers a non-contributory pension scheme. 28 days annual leave including bank holidays.
Hours of Work	35 hours per week
Contract Type	Full Time, Permanent
Travel Required	Yes – regular travel around the Diocese (Essex and East London) by car will be required. The post-holder must have access to their own vehicle, mileage reimbursement for work related travel at the prevailing HMRC rate.
Key Relationships	Bishop, Board of Directors, Vicar General, Episcopal Vicars Director of Property Parish Health & Safety Reps External: Consultants and Advisors, Diocesan Insurers and Solicitors, Suppliers and Contractors, Colleagues from Other Dioceses.

Overall Job Purpose

Responsible for providing a proactive service of professional advice, guidance, and leadership in relation to health and safety throughout the diocese. This role is vital for encouraging and developing our safety culture to ensure the highest standards of health, safety, and welfare for all those involved who work for and encounter the Church as part of our mission. The role is both hands on and strategic.

The role will involve regular visits to a variety of properties including churches, cemetery estates and residential, social or licenced properties to carry out H&S inspections to check compliance and ensuring quality control measures are in place, making sure corrective action is put in place for any areas of concern.

To have an understanding of the Diocesan Health and Safety risk profile and, in collaboration with our H&S consultant/ Competent Person, develop the strategy to minimise the risk.

Provide information, instruction and in-house training to clergy, colleagues, and volunteers on all aspects of health, safety, welfare and fire safety specifically related to their designated roles and responsibilities. This will include holding webinars and providing training on how to use the Diocesan Health & Safety management system (SafetyToolbox Online) along with other relevant topics critical to ensuring a culture of safety within the diocese.

Embed and promote the Diocesan Health & Safety Management System (SafetyToolbox Online) to ensure effective governance and monitoring of Health & Safety practice.

General Job Responsibilities

Collect, review and monitor accident, incident and near miss information and ensure investigations are carried out with the aim to avoid recurrences. Ensure all relevant parties are notified of serious accidents and incidents and prepare and submit reports to HSE Incident Contact Centre. Liaise with insurers, the Director of Property and other external parties in the eventuality of any liability claims.

Work with our Health and Safety Consultant (our Competent Person), the successful post holder will manage the implementation of policies and procedures throughout the diocese. They will provide safety advice to the Bishop's Delegate for Civil Administration, management and clergy and ensure suitable and sufficient safety arrangements and processes are in place for clergy, employees, volunteers, parishioners, and visitors/members of

the public.

Produce agendas, draft and submit detailed written reports to the Health and Safety sub-committee including supporting performance statistics and accident and incident information. As well as Draft and circulate minutes.

Work with the Director of Property to ensure that all premises are maintained in a safe condition finding cost-effective and sustainable solutions to ensure buildings are safe and comply with current legislation

Ensure that there is evidence to demonstrate to the Board that all buildings are compliant with current HSE Regulations, using the Health and Safety Management system.

Health & Safety Policy, Legislation & Compliance

In collaboration with our Health and Safety Consultant/Competent Person, review current arrangements for Health and Safety across the diocese, recommend actions to be taken and implement these steps in a strategic fashion to ensure high standards of safety management and practice within the diocese. Such steps to include, but not be limited to, compliance with:

- The Health and Safety at Work Act;
- Fire precautions legislation including the Regulatory Reform Order and compiling Fire Risk Assessments,
- Control of Asbestos Regulations;
- Statutory compliance inspections in line with current HSE Regulations for example, but not limited to; gas and electrical installations, fire detection systems, fire equipment, lifts, water hygiene testing and safety.)

Provide template risk assessments for all activities within the diocese. Support and offer guidance to those who are in charge of carrying out risk assessments. Also Provide advice and assistance to diocesan and parish organisations in respect of special events and off-site activities (e.g. pilgrimages, processions, special liturgical celebrations etc).

In collaboration with the Diocesan Health and Safety Consultant/Competent Person, monitor and review the Diocesan Health and Safety Policy and Guidelines to ensure it reflects any changes in legislation or changes in activity.

Health & Safety systems, governance, support, and advice

Monitor health and safety performance to identify where additional support may be required and deliver the required support to assist clergy/line managers to discharge their health and safety responsibilities.

In collaboration with the Director of Property, review the process for appointing, engaging, monitoring, and supervising contractors to ensure works are carried out by suitably qualified and competent contractors and that works are compliant with HSE regulation (in particular the Construction (Design & Management) Regulations 2015), Diocesan insurance requirements and any other Property Management policy or directive.

Arrange communications to parishes regarding Health and Safety matters using our Health and Safety Management System (SafetyToolBox).

Safeguarding & Wellbeing

Collaborate with colleagues in other departments (e.g., Safeguarding) to ensure the creation of a safe environment for children and vulnerable adults.

Work with the department for Human Resources and other colleagues to jointly lead and actively support the embedding of the diocesan wellbeing strategy and programme of wellbeing initiatives.

Notes:

You will be expected to produce work to a high standard and to promote quality at all times.
You will be expected to adhere to the policies and procedures of the Diocese of Brentwood.
The post holder may have access to confidential data. Disclosure of confidential information to any unauthorised person may lead to disciplinary action which could ultimately lead to dismissal.
You will be expected to participate in a staff appraisal scheme for yourself and staff you manage where applicable.
If you are a member of a professional/regulatory body you will be required to abide by the relevant professional Code of Conduct
Smoking is not permitted while on duty or in uniform (where this is worn).
Employees must be prepared to work flexibly to meet the changing needs of the organisation.

EQUAL OPPORTUNITIES

The Diocese of Brentwood operates an Equal Opportunities Policy and expects staff to have a commitment to equal opportunity policies in relation to employment and service delivery.

CHANGES TO THIS JOB DESCRIPTION

1. Any changes to job descriptions must be operationally required and approved with the staff member, line manager and then authorised by the Senior Manager and HR.
2. Master copies of all job descriptions are held on the HR Database, therefore any changes must be sent to HR for review and filing.
3. No changes can be made to generic job descriptions without all post holders being consulted and in agreement with the HR.
4. The above job description does not purport to be an exhaustive list of duties and responsibilities. The post-holder will be expected to undertake additional duties as the requirements of the post change.

Date of Job Description:

Post-holder in receipt and agreement of job description:

Signature

Name (please print).....

Manager's Signature

Name (please print).....

Review date

PERSON SPECIFICATION – Director of Health & Safety

SELECTION CRITERIA	ESSENTIAL	DESIRABLE
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EDUCATION, QUALIFICATIONS & TRAINING		
Good level of general education (English and Maths to GCSE level or equivalent)	✓	
NEBOSH National Diploma in Occupational Health (or able to evidence equivalent experience).	✓	
NEBOSH National Certificate in Fire Safety and Risk Management or similar.		✓
CMIOSH, Grad IOSH or equivalent.		✓
PTLLS training qualification or PGCE.		✓

EXPERIENCE		
A minimum of five years' practical experience as a professional within the field of Health and Safety.	✓	
Ability to and experience of developing policies and procedures and safety management systems.	✓	
Experience in facilities management.	✓	
Experience of co-ordinating health and safety across multiple locations.	✓	
Experience in delivering training programmes.	✓	
Experience of working for a charitable or faith-based organisation.		✓

KNOWLEDGE, SKILLS & ABILITIES		
Competence to create and develop a health and safety infrastructure across the organisation.	✓	
A sound working knowledge of health and safety legislation (including ACoP's) including fire safety legislation, CDM regulations and process for compiling fire risk assessments.	✓	
Confident IT skills. Experience of working with Microsoft Office applications (Word, Excel and Powerpoint), confidence of working with database applications.	✓	
An understanding of the Occupiers Liability Act and how it will apply to diocesan property.	✓	
Ability to advise diverse groups with various levels of knowledge and experience in matters relating to health and safety policies and procedures.	✓	
An understanding of accident reporting requirements,	✓	

RIDDOR and experience of accident investigation techniques.		
Experience of liaising with regulatory authorities.	✓	
An understanding of various different types of building construction that may be found across the diocese.	✓	
First-rate interpersonal and communication skills with the ability to relate to a diverse audience in both written and spoken form.	✓	
Excellent organisation skills.	✓	
An understanding of the civil liability relationship between risk management and insurance.		✓
A working knowledge of the Control of Asbestos Regulations.	✓	
Knowledge and experience of investigating accidents and producing related reports.	✓	
An understanding of the requirements within historic and listed buildings.		✓

PERSONAL QUALITIES		
Able to influence and promote a positive health and safety culture.	✓	
A flexible, common sense and pragmatic approach to implementing health and safety procedures and solving related problems in the religious charitable environment.	✓	
A collaborative and responsible attitude.	✓	
Comfortable working independently without close supervision or as part of a team.	✓	

ADDITIONAL REQUIREMENTS/INFORMATION (<i>e.g. hours, shift work, travel</i>)		
Understanding of, and empathy for, the mission and ethos of the Catholic Church, the Bishop of Brentwood and the Priests and laity of the Diocese	✓	
This post is subject to an Enhanced Disclosure by the Disclosure and Barring Service.	✓	
All employees of the Diocese are expected to work to promote the safeguarding of vulnerable groups.	✓	
Willingness to work within an organisation which has a religious ethos.	✓	

Date of completion of Job Description (month and year)	June 2022
Name and Role of Job Description Content Creator	

For more information please contact HR at recruitment@dioceseofbrentwood.org

