

## **Overview of the job**

This is a non-operational specialist role within a National Probation Service (NPS) West Midlands Region. The post holder will be line managed by the Divisional Lead, Health Safety and Fire who reports into the Regional Probation Director. The role supports national plans and systems for the effective management of HSF risk through the provision of monitoring and support for the Region and by the co-ordination and operation of relevant administration and management information systems.

There are no line management responsibilities.

## **Summary**

The job holder will undertake the role, having access to all work areas, management information, plant and equipment, as required. The post holder will report to the Divisional Lead, Health Safety and Fire. The post is the liaison and co-ordination point for health, safety and fire management in the Division providing advice, information, administration, training and support to the SMT, managers, staff, contractors and visitors.

The job holder will co-ordinate HSF management systems within the Division in line with national policy arrangements and standards. The job holder can be based anywhere within the Region, but will be required to travel on a regular basis.

## **Responsibilities, Activities & Duties**

The job holder will be required to carry out the following responsibilities, activities and duties:

- The maintenance of a Fire Risk Assessment as required by the Regulatory Reform (Fire Safety) Order 2005 for each building in the Division.
- The maintenance and distribution of national and local health and safety risk assessments.
- The review of the relevant local HSF risk assessment(s) after any incident or change in circumstances and the revision, if necessary, of local variations.
- The organisation and delivery (where required) of the appropriate fire safety instruction and training,
- Assist the Divisional Lead, Health Safety and Fire in production of regular reports to the Regional Probation Director's office.
- Provide management information to relevant HSF Sponsors, SLTs, Health and Safety Committees, H&S representatives, on the HSF performance of the local delivery unit/Region with reference to incidents, trends and patterns in incidents, the efficacy of controls including training and progress on plans re fire safety. Sources for such reports to include Sphera, and Cardinus.
- Regular liaison with the Divisional Lead - Health, Safety and Fire on progress and issues within local delivery units.
- Refer issues to the Divisional HS&F Lead that may have a national impact that arises as a result of an accident/incident in the Division.
- Administration and co-ordination of relevant Health and Safety Committee including action progress-chasing and exception reporting to the Chair.
- Monitoring and reporting on progress of Divisional HSF and other relevant action plans.
- Regular informal contact with local delivery units.