



HM Prison & Probation Service

HQ Job Description (JD)

Band 9

Directorate: Public Sector Prisons

Job Description – RSL: Health, Safety, Fire and Litigation

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Job Description

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| Job Title | RSL - Health, Safety, Fire and Litigation |
| Directorate | Public Sector Prisons |
| Band | 9 |

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| Overview of the job | <p>The job holder will report to either the Deputy Director of Custody or Senior Regional Manager.</p> <p>The job holder advises at senior management level and leads on all HSF&L matters within region to promote and contribute to the delivery of national HSF&L plans and priorities within region. The responsibilities of the post cover public sector prisons and ancillary premises and services for which the relevant region is responsible, their employees, prisoners, contractors and visitors. The job holder manages a regional team of cluster leads and establishment HSF staff and will be expected to provide support for HS&F staff in relevant HMPPS (NPS) Probation Divisions. The post holder will also act as Litigation Lead for all litigation casework brought against HMPPS within their Region.</p> |
| Summary | <p>To advise the DDoC and regional management on the measures to be taken to meet legal and policy requirements on HSF&L matters and on the measures required to deliver, regionally, nationally agreed plans and priorities in HSF&L.</p> <p>To manage a regional team of HSF practitioners and support staff covering relevant HSF issues and to provide leadership and support to various other staff groups including those within establishments who undertake duties critical to the operation of the HSF management system.</p> <p>To lead, manage and co-ordinate resources and action within region to deliver an effective HSF&L management system aligned with national policy, plans and systems and to monitor and report overall regional performance across the HSF&L field.</p> <p>To manage, control and allocate relevant budgetary provision relating to team and its resources.</p> <p>To contribute actively to selected agreed national projects and workstreams in HSF&L and to lead nationally on particular fields of HSF&L.</p> <p>To train, mentor or coach relevant staff, or to arrange such, as appropriate, in areas of HSF&L practice and HMPPS specific HSF&L processes and procedures.</p> <p>The post holder will be organisationally based in Regional Office.</p> <p>The post is non-operational but the post holder is expected to have a substantial understanding of the operational environment in order to provide an effective service.</p> <p>The post includes line management responsibilities for:</p> <ul style="list-style-type: none"> • Cluster Lead - HSF who in turn line manages the BAS: HSF role; • Regional Litigation Team resources. |

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| <p>Responsibilities, Activities and Duties</p> | <p>The job holder will be required to carry out the following responsibilities, activities and duties:</p> <ul style="list-style-type: none"> • Provide oversight, co-ordination and quality control of the advice and activities being delivered by the Regional HSF&L Team and to be accountable for same. To ensure that such advice and support is driven by, and aligned with, national strategic HSF&L priorities and plans. • To provide a strategic regional interface with enforcement and advisory bodies on regional issues that could impact across policy boundaries with national implications particularly specialist issues, ensuring implementation of any HSF&L related remedial actions to prevent re-occurrence both locally and nationally and effective communication with HQ. • To actively lead, research, and/or participate in development work in identified specialist HSF&L themes as agreed with Regional DDoCs and National HSF Policy Team. • To chair and facilitate Regional HSF&L meetings on a regular basis ensuring a consistent approach, sharing of good practice and information, and promulgation of relevant associated information. • Be accountable for the accuracy and timeliness of a range of reports being produced including the 'NORCET' HSF performance management returns and the timely and accurate submission of regional NORCET reports from establishments to region and from region to HQ. • Oversee and provide quality control to the regular governance and assurance site visits undertaken by the Cluster Leads: HSF, focusing on HSF&L matters and ensure suitable reports and feedback are provided to Governors and H&S Sponsors. Identify critical performance and any associated issues from such visit reports ensure proportionate escalation and referral based on risk to Governors, DDoC or HSF Policy or National Litigation Team or HMPPS Directors if required. • Plan, set up and oversee a program of internal peer audits of H&S for establishments in the region to be undertaken by Cluster Lead - HSF Advisors. • Produce an annual regional HSF&L plan identifying local objectives and integrating regional approaches to delivering national HSF&L targets and priorities. Review and report on progress against the plan annually. To ensure these plans are agreed and authorised by DDoC and Regional Governors. • Engage fully with the national development, consultation and implementation planning for changes in legislation and policy and ensure that HSF&L Teams are prepared to assist and support in the roll out of subsequent changes. • Where required provide support to HSF Policy Section and National Litigation Team in the development/implementation of national policies in line with changes in legislation and/or organisational direction. • To act as a lead and reference point for agreed HSF&L policy areas, developing personal expertise and supporting effective risk control in that area at national level. • Ensure, through Cluster Lead(s) – HSF, that incidents occurring in Regional sites are investigated proportionately and systematically and reports and remedial action focussed in appropriate forums. To provide close oversight of investigations associated with major or significant implications and provide to collate and report to both DDoC and national policy team. • Via the Cluster Lead - HSF, ensure effective management and control of the Sphera reporting and HSF&L management system including: <ul style="list-style-type: none"> ○ The production and presentation of regular reports to regional and establishment SMTs; ○ The quality control of Sphera data and records; ○ Administration of Sphera user access and security measures; the support and development of relevant skills in all regional Sphera users. • The oversight and co-ordination of casework as recorded on Sphera. • The oversight and control of Cluster Lead - HSF making statutory reports under RIDDOR. |
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| | <ul style="list-style-type: none"> • Attend associated national forums providing up-to-date analysis on Regional HSF&L performance highlighting any relevant issues which could affect other Regions/Divisions or impact upon national policy. • Attend DDC Regional Governors meetings to identify the impact HSF&L is having on operational delivery including the provision of HSF&L related data such as time lost (MSD and Stress related sickness absence), litigation figures etc. • Ensure the production and/or validation of other Regional data for both monitoring performance levels and target setting across the full range of HSF&L risk. • Assist in the development of Regional contingency plans and be available as part of the Regional DDoCs command team in the event of an emergency/incident. Provide establishments with support and advice during operational incidents. Provide advice to DDoC, Regional Management, and Governors of potential implications, in specialist areas and engage with any subsequent enquiry and enforcement agency. In addition ensure appropriate liaison and support is provided to establishment HSF&L staff with investigations into any accidents and/or near misses, which are reported to the HSE. • Provide professional supervision, coaching, and mentoring of staff to enable their self-development and succession arrangements. • Responsible for the management of any budget for any other functions that the DDoC may have dedicated responsibility to you for. • Ensure appropriate assistance is provided to HSF&L staff in carrying specialist assessments within associated field. • Ensure appropriate HSF&L support and advice is offered to senior managers overseeing maintenance delivery contracts and that non-compliances putting HMPPS at risk are reported at the appropriate level and in good time. <p>The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder.</p> |
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| Behaviours | <ul style="list-style-type: none"> • Seeing the Big Picture • Making Effective Decisions • Leadership • Communicating and Influencing • Working Together • Developing Self and Others • Managing a Quality Service |
| Strengths | It is advised strengths are chosen locally, recommended 4-8. |
| Experience | <ul style="list-style-type: none"> • A proven track record of delivery of senior HSF advice, assurance, development and implementation in a large organisation. |
| Technical Requirements | <ul style="list-style-type: none"> • Post-holders are required to hold a minimum of the NEBOSH Diploma or BSc in an OHSE discipline or equivalent and to have successfully completed the HMPPS Fire Advisor Training Course within 1 year of being awarded the post. • They must also have and maintain Chartered Membership of IOSH or hold Graduate Membership and complete Chartership within 2 years of being awarded the post. |

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| Ability | |
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| Minimum Eligibility | <ul style="list-style-type: none"> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist. |
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| Hours of Work (Unsocial Hours) Allowances | <p><i>Leave Blank</i></p> <p>To be used by the JES Team only</p> |
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Success Profile

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| Behaviours | Strengths It is advised strengths are chosen locally, recommended 4-8 | Ability | Experience | Technical |
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| Seeing the Big Picture | | | A proven track record of delivery of senior HSF advice, assurance, development and implementation in a large organisation. | Post-holders are required to hold a minimum of the NEBOSH Diploma or BSc in an OHSE discipline or equivalent and to have successfully completed the HMPPS Fire Advisor Training Course within 1 year of being awarded the post. |
| Making Effective Decisions | | | | They must also have and maintain Chartered Membership of IOSH or hold Graduate Membership and complete Chartership within 2 years of being awarded the post. |
| Leadership | | | | |
| Communicating and Influencing | | | | |
| Working Together | | | | |
| Developing Self and Others | | | | |
| Managing a Quality Service | | | | |
| Choose an item. | | | | |