

Role Profile

Role:	Health, Safety & Environment Officer (Bus Franchising)
Directorate:	Chief Operating Officer Control & Operational Support
Salary Band:	7
Post reference:	COO40
Job Evaluation Date:	05.01.2018
Role statement of purpose:	To primarily work within bus franchising supporting with meetings, documentation development and accident / incident analysis. To be flexible and support the needs and requirements of the HSE team as and when required. Travel within the Greater Manchester area is required. To promote and provide strategic support and advice to the organisation on Health, Safety and Environmental activities. To lead the delivery and implementation of processes and procedures to ensure compliance with TfGM Integrated Management System (IMS).
Reports to:	HSE Manager for Bus Franchising.

	Key Role Outputs (KROs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the KROs will be achieved – the activities required.</i>
1.	Implementation and integration of IMS systems.	• Develop Integrated Management System (IMS) procedures and documents. • Develop and lead an Integrated System (IS) based IMS and maintain and update the Health, Safety and Environmental Systems on the Intranet. • Design and deliver training modules in accordance with the Learning and Development training programme. • Assess the effectiveness of training modules and develop these to align to competency training requirements of roles.

		• Promote a culture of ownership and continuous improvement in health, safety and Environmental matters across the organisation. • Develop and lead on the implementation of a competency-based Health, Safety and Environmental training matrix.
2.	Safe systems of work.	• Undertake audits and inspections of all TfGM Directorates Including completing audits and inspections of bus franchising operators, TfGM owned infrastructure and third-party supplier audits. • Ensure the resolution of corrective actions, non-compliances and safety improvements, through audits and inspections, writing audit reports and populating the Audit tracker. • Prioritise and manage conflicting demands and demonstrate good time management skills. • Identify Directorate and contract specific hazards and mitigate the associated risks in line with Health and Safety requirements. • Undertake Risk Assessments and review Safe Systems of Work. • Record and maintain TfGM's Risk Assessment Register linked to training matrix. • Promote and raise awareness of all Health & Safety matters and follow-up and resolve poor practices.
3.	Establish an effective working relationship between TfGM staff and suppliers.	• Negotiation, motivation, persuading and supporting the relevant third parties in relation to the delivery of safety. • Review health, safety and environmental procedural and operating systems and processes with senior management, external stakeholders and regulatory bodies. • Develop and maintain an on-line/electronic system for monitoring accidents, incidents and near misses to form part of an Integrated Health, Safety and Environmental System. • Report on safety performance including trend analysis of health and safety performance indicators and developing graphical reporting for business and Executive Board reports. • Use statistical and trend analysis data to calculate Accident Frequency Rates (AFR's).

		• Using statistical accident data, develop strategies and solutions to improve AFR rates. • Lead, develop and introduce health, safety and environmental initiatives and campaigns promoting best practice across TfGM and partnering organisations.
4.	Compliance with Health and Safety and Environmental legislative and legal responsibilities.	• Ensure that legal responsibilities for Health and Safety, Quality and Environmental management and assurance are undertaken. • Research into best practices for Health, Safety and Environmental issues, making recommendations to the organisation in how initiatives can be implemented. • Review new and amended legislation and maintain the Corporate Legislation Register. • Advise on the implications of legal changes and ensure that TfGM's IMS is updated accordingly. • Undertake secretarial duties, attend and minute, at regular bus franchising operator meetings / Infrastructure / Safety Review Committee, Health, Safety and Environmental Committee Meetings and other Departmental / company meetings as required. And as required, lead on bus franchising operator meetings.
5.	Procedures and reporting activity.	• Ensure that all incidents, accidents and near misses are investigated and reported in accordance with the reporting procedures. • Enter accident incident data into software packages (such as Safety Management Intelligence System SMIS and other software packages as required). • Undertake an annual review of all accidents/incidents and trend analysis to inform decisions when developing and formulating Safety Performance Indicators to ensure continual improvement.
6.	Monitoring of Safety, Quality and Environmental Performance.	• Undertake internal and external audits in respect of Safety, Quality and Environment, including writing audit and inspection reports, populating and Update Corrective Action tracker and ensure actions are followed up and closed out, Escalating Safety Critical matters for attention. • Develop inspection and audit templates.

		• Maintain records of compliance data when inspections, tours and audits are undertaken.
	Compulsory Outputs (COs) <i>these set out what must be achieved for the post holder to be successful in the role</i>	Key Actions <i>These set out how the COs will be achieved – the activities required.</i>
C1	Ensure you comply with all applicable legislation and organisational policy:	• Data Protection Legislation. • TfGM Integrated System (In particular section SMS 201 Roles and Responsibilities). • Bus franchising Operator contractual management. • Dignity at Work policy. • Information assurance and security in line with Cabinet Office requirements. • Risk management. • TfGM policies and procedures. • Equality and Diversity Legislation. • TfGM Vision & Values. • Act in accordance with TfGM's behaviours and competencies.
C2	Any other reasonable duties as required from time to time.	• Required to work flexibly to meet the needs of the organization, including future aspirations around agile/shift working. • Required to undertake any additional duties as deemed necessary to business operations. • To be available for on-call rota. • May be required to work unsocial hours (e.g., evenings, weekends and occasional overnight) and in inclement conditions from time-to-time (e.g., site visits or to the scene of accidents/incidents).

Key Interdependencies

Key Contacts	Bus Franchising Team, Bus Operators, Head of HSE, Health, Safety and Environmental team, Interim Head of Control and Operational Support, other Directorates across the organisation and third-party suppliers, KAM and Principal Contractors.
Direct reports	None (But interfaces with external providers and TfGM Senior Managers).
Budgetary responsibility	None.
Location	TfGM, 2 Piccadilly Place, Piccadilly, Manchester, M1 3BG.

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Created By:					
Health and Safety Manager (Projects) September 2017	Chris Thorpe Nov 17	Chris Armour Dec 17	Neil Hutchinson June 23		

	Health, Safety and Environmental Manager <i>(Knowledge, skills and experience required at selection stage)</i>
E	Essential Experience:
E1	Demonstrable experience working in a Health, Safety and Environmental role.
E2	Proven ability to persuade staff at all levels that safety is a priority and that a positive safety culture is maintained throughout the project.
E3	Communication and presentation skills to engage with and influence Senior Managers and Health and Safety professionals.
E4	IT skills on Microsoft software, and in particular the ability to create excel spread sheets.
E5	Ability to undertake Risk Assessments, review Safe Systems of Work and provide Health and Safety and Environmental advice.
E6	Ability to work under pressure and meet demanding deadlines.
E7	Experience in delivering Safety Training/Presentations (RoSPA or similar approved).
D	Desirable experience:
D1	Working experience of developing and implementing electronic SMS.
EQ	Essential Qualifications – Technical, Vocational or educational:
EQ1	NEBOSH General Certificate or NVQ.
EQ2	Evidence of interests in continual personal development in safety law and safety techniques.
EQ3	Educated to Degree Level.
DQ	Desirable Qualifications – Technical, Vocational or educational:
DQ1	Tech IOSH or working towards Diploma in occupational Health and Safety Practice (or similar).
DQ2	City and Guilds level 4 training in Learning and Development (or similar).
EA	Essential Attributes:
EA1	A customer focused approach - an understanding of, and appropriate response to the expectations of TfGM and external customers the role holder works with.
EA2	Personal behaviour that is in line with the TfGM statement of values and behaviours.
EA3	Skill in managing conflicting demands, whilst progressing various ideas and plans concurrently.
EA4	Pride in consistently delivering work to required standards and deadlines.
EA5	Competent in adhering to TfGM policies, procedures and working practices.
EA6	Experience in undertaking Safety Compliance audits.
DA	Desirable Attributes:
DA1	Uses creative ability to find solutions and whilst considering policy and procedures is also confident in adopting (and justifying) novel or non-standard approaches.
DA2	Thinks and acts cross-functionally and cross-organisationally, beyond one's own professional areas of specialism, perceiving the wider transformational picture and implications of decisions for the achievement of long-term strategic goals.