

## Job Description – April 2019

<b>Job Title:</b>	Health & Safety Policy Officer	<b>Grade:</b> D
<b>Department:</b>	Works	
<b>Line Manager:</b>	Clerk of the Works, with dotted line to Registrar	
<b>Head of Department:</b>	Registrar	

### **Introduction to working at St Paul's Cathedral**

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

### **Our Mission Statement**

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

### **Our Vision**

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and through our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

### **Our Values**

**Welcome** – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each and every visitor

**Responsible** – we are all responsible for each other and for part of the whole of the Cathedral’s work, not the whole of a part

**Effective** – we are professional and do what we say we are going to do

**Nourish** – we have a learning culture, not a blame culture

### **Purpose of the Job**

Alongside Safeguarding, the Wellbeing and Health and Safety of all staff, volunteers and visitors at the Cathedral is of paramount concern to the Chapter. The breadth of work that needs to be undertaken to maintain a heritage building, from stone masons to electricians, and the need to be accessible to over 1,000,000 visitors a year, means that there is a constant need to be vigilant. As Health and Safety lead, the Clerk of the Works is responsible for an increasingly large set of policies and procedures. This new role is specifically designed to provide support and reassurance that all Health and Safety policies and procedures represent best practice, and that the Cathedral is a safe place for the whole community and hence have a long term impact to the benefit of all visitors and staff. This means reviewing, updating and where necessary producing policies and procedures and ensuring they are embedded within the organisation. This role will work alongside existing staff to understand the challenges and ensure policies are robust, self-explanatory and embedded through training and evaluation.

The Canon Treasurer is the Chapter member with responsibility for this area of work.

### **Main Duties**

1. Working across the Cathedral, update, and where necessary develop, health and safety policies and procedures to ensure they reflect current legislation and best practice.
2. Undertake a gap analysis to develop, deliver and monitor a review of all health and safety policies on a three-year risk-based rolling programme.
3. Lead on developing, embedding and championing the health and safety culture and advise, liaise, communicate, motivate - and challenge where necessary - across the Cathedral to evaluate any changes required and fully embed these policies.
4. Deliver health and safety training, coaching and support.
5. Manage the work of the Health & Safety Committee, consistent with governance framework managed by the Business Strategy and Governance Officer and ensure actions are completed in a timely manner.
6. Work with the Business Strategy and Governance Officer to review and develop the organisational level Risk Register for health and safety, support the development of departmental Risk Registers and review and support on the development of departmental Risk Assessments, coaching and influencing Heads of Department in effective health and safety risk management.
7. Keep up-to-date on legislation, regulatory practice and guidance on relevant matters and ensure that the Health and Safety Committee and Chapter are kept advised of changes and their practical consequences for the Cathedral.

8. Undertake and report on monitoring and auditing of health and safety standards as required.
9. Maintain accurate data control records.

Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

*The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of your duties. St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.*

### **Person Specification**

We are looking for someone with:

- A full knowledge of health and safety principles and recent experience of applying them in a similar context, and able to demonstrate how expertise has been kept up-to-date. Experience of working in a similar heritage environment would be an advantage.
- Minimum NEBOSH Certificate preferably with, or working towards, the NEBOSH Diploma.
- Post qualification experience within a similar sector or as a consultant.
- Experience of developing and implementing policies and procedures and a thorough understanding of risk management.
- The ability to advise senior colleagues on complex matters, influence and build effective working relationships and proven success in improving organisational culture with regard to safety by helping bring it into everyone's everyday practice.
- Skills in training delivery in an engaging and effective way for a wide range of staff.
- Understanding how to test policies in practice and monitor and report through KPIs.
- A robust nature and confidence in dealing with issues autonomously, with credibility, gravitas and diplomacy.
- Experience of dealing with confidential information with complete discretion and the ability to work calmly and professionally are a given.
- Excellent communication skills, to be able to quickly grasp the complexities of this organisation and possess strong IT skills in Outlook, Word and Excel.

You will have experience of working in a consultative manner and be able to demonstrate examples of knowledge transfer in order that staff also gain experience from this process, including formal and informal training delivery. Above all, it is essential you are passionate and proactive, with demonstrable experience of raising the profile of Health and Safety and engaging people in its importance.

The successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

## **Main Terms of Employment**

Salary	£40,675 per annum.
Hours of Work	Full-time; 35 net hours per week, Mondays to Fridays with one hour unpaid lunchbreak. Some flexibility is required to accommodate occasional workload peaks or weekend/evening working, in this 24/7 operation, for which there will be time off in lieu.
References	Appointment is subject to satisfactory references
Probationary period	3 months
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.
Holiday	25 days per annum plus eight statutory holidays.

In order to apply, please visit [www.cofepathways.org](http://www.cofepathways.org)

The closing date for applications is Monday 22<sup>nd</sup> April 2019.

Interviews will take place on Thursday 2<sup>nd</sup> May 2019.