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| A | **Post Details** | | | | | | | |
|  | Job Title: | Safety & Environment Assurance Manager | Function: | Safety & Environment | | | | |
|  | Location: | Four More London | Unique Post Number: |  | | | | |
|  | Reports To: | Head of Occupational Safety | Grade: | MG2 | | | | |
| B | **Purpose of the Job** | | | | | | | |
|  | To develop, implement and manage a programme of cross functional audits of Southeastern’s Health and Safety Management System to ensure compliance with legislation and industry standards. Make recommendations for corrective actions and improvements on the basis of audits carried out. Responsible for recording and tracking all actions and recommendations from audits and investigations. | | | | | | | |
| C | **Principal Accountabilities** | | | | | | | |
| C1  C2  C3  C4  C5  C6  C7  C8  C9  C10 | Develop an integrated audit plan (internal and external) across Southeastern to audit compliance with the companies Health and Safety Management System, Environment System, legislation, industry standards, Go Ahead group standards and specific safety, environmental and security check requirements.  To prepare and manage surveillance visits required for accreditation and reaccreditation of BS standards (OHSAS 18001, ISO 14001 and ISO55001).  Undertake audits in line with plan, produce clear, professional reports which define existing position and give unambiguous recommendations for actions to address any non-compliances found or opportunities for improvement by sharing of best practices.  Manage the administration of the Company Standards Review Group. Track and provide data and information on progress of audits and recommendations on request. Ensure that owner has provided sufficient evidence to deliver the intention of the recommendation.  Review reports from other parties such as RAIB and Network Rail for learning points that could be applicable to Southeastern.  Complete special audits and investigations as and when requested.  To manage a system that ensures that managers are complying with the company standards on local checks and inspections, provide regular reports on level of compliance.  Manage document control system to ensure all standards, specifications and publications issued by Safety & Environment are recorded before publication.  Maintain a register of all industry regulations and general legislation to ensure that the most up to date version is held. Advise the appropriate professional person within the organisation of changes to ensure Southeastern remain compliant.    Act as meetings manager for Safety & Environment Board. | | | | | | | |
| D | **Safety Responsibilities** | | | | | | | |
| D1 | This post is required to undertake SAFETY CRITICAL WORK | | | | Yes |  | No | **🗸** |
| D2 | This is a KEY SAFETY POST or nominated deputy | | | | Yes |  | No | **🗸** |
| D3 | The holder of this post is identified as a KEY SAFETY MANAGER | | | | Yes |  | No | **🗸** |
| D4 | The job requires competence in PERSONAL TRACK SAFETY | | | | Yes | **🗸** | No |  |
| D5 | This job has SPECIFIC SAFETY RESPONSIBILITIES (if Yes see section D6 below) | | | | Yes |  | No | **🗸** |
| D6 | The post holder has the following specific safety responsibilities: | | | | | | | |
|  | Investigation of accidents occurring at any location when requested. | | | | | | | |
| E | **Decision making Authority** | | | | | | | |
| E1 | Responsible for making decisions following audits based upon experience and professional judgement. | | | | | | | |
| F | **Most Challenging and/or Difficult parts of the role** | | | | | | | |
| F1 | The variety of activities and risks within Southeastern means that this position requires a person who is organised and confident who will be able to maintain professional independence whilst forging close working relationships throughout the organisation. | | | | | | | |

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| G | **Person Specification** | | | |
|  | Southeastern aims to recruit people not just for jobs but for long term careers. We want good quality, talented people with the right attitude who will stay with us.For these reasons we look for evidence of Southeastern values and behaviours in all potential staff and our existing staff looking for promotion along with the particular experience/knowledge, skills and behaviours relevant to the position applied for. These areWe care passionately about our people and passengers  * + we put ourselves in our passengers’ shoes to do what’s right for them   + we support our colleagues to be, feel and do their best   + we love the places we serve and do our bit for our communities and environment  We aim to be the best  * + we move with pace, we’re agile and learn from everything   + we relentlessly strive to be the best   + we are professionals with personalities  We make the difference together  * + we are answerable to each other and our passengers   + we trust each other and do what we say we will   + we are stronger together than we are as individuals   We also have identified behaviours required to be successful in leading Southeastern.  The Leading Southeastern framework details **how** we should be behaving in order to drive up performance to deliver **85%**.      All shortlisted candidates seeking promotion will be assessed against this framework.  The job demands the following blend of experience/knowledge, skills and behaviours (all are essential , unless otherwise shown and will be assessed by application and/ or interview/assessment) : | | | |
| G1 | Experience, Knowledge & Qualifications (including any specific safety training requirements)  * Lead auditor qualification (essential) * Recognised qualification in health and safety (essential) * Knowledge of railway operating procedures (desirable) * Accident and Incident investigation experience (desirable) | | | |
| G2 | Skills (including any specific safety critical competencies)  * Excellent report writing, ability to produce clear concise reports. * Good analytical and investigatory skills. * Communication needs to be able to express thoughts clearly to ensure understanding. * Excellent attention to detail. * Good leadership and ability to motivate others * Good IT literacy (Excel & Word) | | | |
| G3 | Behaviours  * Be able to work and engage with others. * Communicate in an open and honest manner. * Demonstrate personal ownership and accountability. * Confidence to challenge low standards * Understand the wider picture | | | |
| H | **Dimensions of role** | | | |
| H1 | Financial – Direct: | | |  |
| H2 | Financial – Other: | | |  |
| H3 | Staff Responsibilities – Direct: One direct report | | |  |
| H4 | Staff Responsibilities – Other: | | |  |
| H5 | Any Other Statistical Data: | | |  |
| I | **Acknowledgement** | | | |
| I1 | Prepared By: | Val Botterman | Date: | November 17 |
| I2 | Approved By (Head of Department): | Colin Clifton | Date: | November 17 |

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| **J** | **Job Description Briefing** | | | | | |
|  | The post holder has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of post holder: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |
| **K** | **Nominated Deputy for Safety requirements** | | | | | |
|  | If this is a KEY SAFETY POST (D2 in Safety Details above is YES) at least one nominated deputy must be identified. The Job Holder must ensure that the Nominated Deputy(ies) receives a copy of, and is briefed on this Job Description. If there are more nominated deputies, they should sign further copies of this Job Description. | | | | | |
|  | The nominated deputy has been briefed on and understands the requirements of this Job Description and other related documents: | | | | | |
|  | Name of nominated deputy: |  | Signature: |  | Date: |  |
|  | Name of briefing manager: |  | Signature: |  | Date: |  |