#### **JOB DESCRIPTION**

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| JOB IDENTIFICATION | |
| **Job Title:**    **Responsible to**:  **Department**:    **Directorate**:  **CAJE No**:  **No of Job Holders**:  **Last Update**: | Assistant Director for Occupational Health and Safety  Human Resource Director  Occupational Health and Safety  Human Resources  800-3242  1  July 2024 |

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| 2. JOB PURPOSE |
| * To have NHS Ayrshire and Arran wide responsibility and accountability for the development and implementation of the Occupational Health & Safety Strategy and Policy, ensuring delivery of professional standards and performance management across all aspects of Occupational Health & Safety, to meet current and impending statutory and best practice requirements; * To provide professional leadership to the Occupational Health & Safety Service and specialist advice to the Senior Management Team, to ensure the delivery of improved Health & Safety Services throughout NHS Ayrshire and Arran; * To be the Board’s principal Occupational Health & Safety Adviser by providing specialist professional advice to the Board’s Health and Safety Forum – ensuring that legislative requirements are anticipated and met, to ensure improved staff wellbeing, welfare, working environments and patient services delivery; * To work proactively with the external Regulatory Bodies (Health and Safety Executive (HSE), Environmental Health Officers (EHO) and Healthcare Improvement Scotland (HIS)) to ensure that statutory duty and best practice standards are maintained, and risk is minimized within the Board; * To work collectively with Occupational Health and all Wellbeing services (including Staff Care, Public Health Improvement and Psychology) to ensure that Occupational Health and Safety delivers the objectives of the Staff Health and Wellbeing Strategy; * To ensure that the required systems are in place for the design and delivery of appropriate training in Occupational Health and Safety requirements and practice for Directors, Managers and all employees organisation-wide; * Have full delegated authority from the Human Resource Director to provide senior leadership, strategic and operational resource management for the creation, development, implementation, review and continuous refinement of highly complex systems, processes and standards to underpin Occupational Health and Safety and Human Factors across all aspects of the organisation. |

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| **3. DIMENSIONS** |
| The dimensions for influencing and innovative working extend across all clinicians, clinical disciplines, Directorates and Health and Social Care Partnerships. These relationships will exist at internal and external levels across local, regional and national organisations with the aim of shaping and delivering the holistic health improvement and healthcare agendas. Influencing national policy direction on the Occupational Health and safety, and Human Factors development within the healthcare agendas is essential and this will be achieved through membership of various national groups as NHS Ayrshire & Arran’s sole representative.  Lead and directly manage and develop circa 45 whole time equivalent staff across the Directorate, including medical, clinical and professional staff, being professionally accountable for 4 service leads.  Lead on design and delivery of Occupational Health & Safety and Human Factors education and training to all levels of the organisation including non-executives (headcount circa 11,600).  The postholder is accountable for the departmental annual budget /expenditure of circa £3m: Occupational Health & Safety effective management, planning of future financial spend and efficiency savings against the budget. The postholder is an authorised signatory to the value of £50k. |

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| **4. ORGANISATIONAL POSITION** |
| Chief Executive  Director of Human Resources  **This Post**  Assistant Director for Occupational Health and Safety  for Occupational Health and Safety  Health & Safety Service Lead  Violence & Aggression Lead  Occupational Health Consultant  Lead Nurse Occupational Health  Senior Occupational Health Nurse Advisers, Nurses, AHPs and Administrators  (18.43 WTE)  Violence & Aggression Adviser  (1 WTE)  OHS Service Admin  (2 WTE)  Violence & Aggression Trainers  (4.5 WTE)    Moving & Handling Team Lead  (1 WTE)  Senior Health & Safety Adviser  (1 WTE)  Health & Safety Advisers  (5 WTE)  Moving & Handling Advisers  (6 WTE) |

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| 5. ROLE OF DEPARTMENT |
| As part of the Directorate of O&HRD, Occupational Health and Safety (OH&S) Services support the Staff Governance Agenda and the employee journey from recruitment to retirement. The current workforce comprises approximately 11600 staff.  The OH&S Service’s accountability route to the NHS Board will be through the Director of Human Resources, the Health, Safety and Wellbeing Committee, Area Partnership Forum and the Staff Governance Committee (standing committee of the Board). The OH&S strategy, policies, advice and programmes will help to underpin NHS Ayrshire and Arran’s strategic and operational objectives by supporting service improvements and delivery and the Development Agenda for the organisation, as well as helping the organisation to achieve HEAT performance indicators in relation to Local Delivery Plans. The broader context will encompass close links with the work of the Infrastructure and Support Services Directorate, Risk Management arrangements, Health and Performance and Corporate Governance and the Equality agenda.  The role of the service encompasses the following:   * Provision of a specialist Occupational Health and Safety advisory and training service which supports organisational compliance with Statutory legislation and its corporate drive to achieve best practice in all areas of service delivery. This will encompass the requirements for appropriate levels of Health and Safety; Violence and Aggression; and Moving and Handling training and advice * Provision of vetting and monitoring services for the health and safety performance of contractors operating on behalf of NHS Ayrshire and Arran * Delivery of key Occupational Health Programmes including operational activities such as Pre-Employment Screening, Immunisation, Health Promotion, Health Surveillance, Counselling etc. * Management of corporate processes for collection and reporting of data (i.e. Adverse Event and near miss information, Ill Health Statistics and Pro-active Performance Indicators etc), OH&S Monitoring and Auditing, Production of Health, Safety and Wellbeing Documentation and control of Distribution * To support the organisation in initiating and facilitating effective partnerships and alliances with other health, social, statutory and voluntary agencies where appropriate, in working towards creating local and national risk management strategies, policies and actions   The Occupational Health and Safety Team of Human Resources’ primary purpose is:   * To ensure our workforce has a safe working environment. The team are required to provide appropriate, professional and competent Health, Safety and Welfare advice, guidance and support to the NHS A&A Board, its Directors / Chief Officers and employees and representatives of Staff Associations and Trade Unions. The services are made up of professional staff in teams who cover the areas of Culture and Compliance and Site Services who collectively support and cover falls, sharps, moving & handling, violence & aggression reduction, culture improvement, incident management, risk management, staff health and wellbeing e.g. management of stress and environmental and ergonomic support. The Team is responsible for developing, gaining approval for and monitoring the implementation of Health and Safety Policies, Strategies, Procedures and Guidelines, in particular, ensuring they are fit for purpose in a modern, high risk environment; * The Service is responsible for promoting a proactive and positive Health, Safety and Wellbeing culture in conjunction with the Clinical Governance Team which effectively contributes to NHS A&A’s Clinical Governance, Risk Management and Staff Governance roles, responsibilities and plans; * The Service supports the HR Director in the delivery of the Staff Health Strategy. The departments are a source of expertise in managing risks, occupational health and safety legislation, systems, policy and procedures. These include organisational aspects (equipping the management chain with the infrastructure – management accountabilities, committee structure, policies and procedures) guidance, assessment tools and management training to enable it to identify, assess and resolve health and safety problems. The Service is also responsible, with the appropriate resource, to establish audit methods to monitor and demonstrate statutory and system compliance and performance; * In respect of specific hazards, the Services provide advice, applying the criteria of effectiveness and reliability to achieve optimum control of risks to the wellbeing of staff, patients and clients. At one end of the spectrum, strategies are devised for improving control of particular hazards across the organisation whilst at the other, advice is given daily to frontline managers and staff who need assistance in the identification, assessment or control of practical problems; * The Service has an important coordinating role for the impact of related specialist advisers (clinical governance, radiation protection, fire safety, infection control and others) on health and safety matters; * The Service is required to lead on the design and implementation of human factors across the organisation; * The Service is instrumental in supporting and developing the cultural ambitions of NHS Ayrshire and Arran to be Just, Open and Ambitious; and in promoting and evidencing core values of safe, caring and respectful in all areas of practice. |
| 6. Key Result areas |
| The role is central to the core objective of the organisation which is to provide best quality and patient care whilst controlling the risks to staff, patients, clients, contractors and others. It is also central to the ability of the organisation to meet its statutory obligation to undertake its work safely. This includes patient and non-patient activity.  The postholder is required to lead on and apply advanced theoretical and practical specialist knowledge in more than one discipline. Occupational Health and Safety Services comprise of four distinct yet interconnected departments: Occupational Health, Health and Safety, Moving and Handling, and Violence and Aggression. Each of these services has a requirement to meet legal and moral duties in respect of their disciplines, and are shown collectively under the Occupational Health and Safety framework. Key result areas for the role of Assistant Director of Occupational Health and Safety Services are as follows:  **Responsibilities for strategy implementation, policies and service development**   1. Provide strategic leadership to ensure the development and delivery of an occupational health and safety framework and strategy that enables the organisation to deliver corporate and operational objectives in a challenging and changing environment; including provision of support and direction on the health, safety and wellbeing actions within our People Strategy   **Responsibilities for and towards financial and physical resources**   1. The role manages a delegated budget (circa £3m) within O&HRD, for the delivery of a competent Occupational Health and Safety Service; and includes contribution to team redesign and service and financial efficiencies by leading aspects of the Directorate financial improvement programme 2. Facilitate decision making and influence major organisational, strategic, and budgetary decisions throughout NHS Ayrshire & Arran, with direct influence in priority setting for occupational health and safety related capital expenditure. This includes influencing decisions on derogations for all major capital build projects   **Responsibilities for and towards development and maintenance of organisational health and safety culture**   1. As a senior leader, role modelling a one O&HRD culture and team ethos through leadership and collaboration; 2. The Board’s most senior adviser to the Health, Safety and Wellbeing Committee, Area Partnership Forum, Staff Governance and other specialised groups, to develop and support delivery of their objectives, chairing Committees as required; and will ensure there are processes in place to develop and maintain the integration of health and safety risk reduction methodologies within organisational processes and functions, including staff governance and internal audit procedures to support in providing assurance to the relevant committees   **Responsibilities for and towards human resources**   1. Set the professional objectives and plan, prioritise and monitor the performance of the occupational health and safety staff; and managing the staff and resources of these services in the most cost effective manner. This includes standard management functions such as staff appraisal and personal development, management of performance and discipline where necessary 2. Ensure provision of systems to develop, implement and evaluate organisation-wide occupational health and safety training initiatives to meet statutory and best practice requirements   **Responsibilities for Occupational Health & Safety**   1. As the expert officer for Occupational Health & Safety, fulfil the legal “appointed competent person” (appointed by the Chief Executive) status in accordance with the Management of Health and Safety at Work Regulations and ensure that the advice given by all the members of the team is accurate and consistent in application. This includes providing expert advice on appropriate actions to be taken following Health and Safety Executive enforcement action and liaising directly with the HSE in matters of statutory enforcement 2. Ensure the Occupational Health Service meets its statutory and moral responsibilities to the Board and staff. This includes a first class management and self-referral process along with a robust delivery of measures to meet any emerging disease that affects staff 3. Develop, lead and manage a cohesive integrated Occupational Health and Safety Service with the skills experience and expertise necessary to develop long term strategic occupational health, safety and wellbeing plans and activities across the Health Board’s operational area; this includes ensuring the maintenance of a high standard of service in accordance with current statute and guidance, professional standards and practice and that advisers remain professionally competent 4. Drawing on advanced theoretical and practical knowledge of occupational health and safety, lead the development of systems to measure and audit performance against legislation, national and local policies 5. Use advanced ergonomics/human factors theory and practice to develop and implement strategies that take a systems approach to the analysis of human interaction, (re) design of human interfaces including physical and psychological and social capabilities and limitations 6. Collaborate with other specialists in response to serious adverse events, to identify shortfalls in the effectiveness and reliability of systems in place to ensure the on-going wellbeing of all who may be affected by the organisation’s activities; including patients/service users 7. Maintain and improve the organisation’s health and safety management system, by developing, preparing, communicating and facilitating the implementation of corporate policy & procedures, guidance, training programmes etc; through project/action planning in response to improving compliance or to new/changing risks; or on the direction of the Regulator/Health and Safety Executive (HSE); and to be the Board’s technical arbiter on hazards, risks and the efficacy of control measures in the fields of general occupational health and safety, having the authority to act on behalf of the Chief Executive to stop any activity if any individual(s), or the organisation, is at risk of significant harm 8. Provide expert advice and opinion to the Chief Executive and Directors on the decision to settle, repudiate or advance towards a Court case for Employers and Occupier Liability Civil Compensation Claims; and to represent the Board during criminal and civil court cases, and on key national forums as required 9. Responsible for ensuring that NHS Ayrshire & Arran’s Health, Safety and Wellbeing Committee (a committee that is legally required by statute), is provided with the expert advice and guidance, information and performance statistics it requires; and to assist the committee in strategic decision making and formulating its risk register and work programme for health, safety and wellbeing   **Responsibilities for patient/client care**   1. Ensure systems are in place for the provision of specialised advice concerning the safe management of identified groups or categories of patients/clients and their visitors; including providing specialist support to work with staff and patients in clinical areas to promote safety, health and problem solving for complex cases   **Responsibilities for information resources, research and development**   1. Ensure that appropriate OH&S systems are in place to collate statistical information as required for use both internally and externally; also ensuring that processes are maintained for monitoring and, where necessary, improving the quality of information available to the organisation. 2. Regularly undertakes research in relation to new legislation, management of hazards and risk as a significant responsibility of the role, to ensure compliance in NHS Ayrshire and Arran |

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| 7a. EQUIPMENT AND MACHINERY |
| The post-holder must be skilled in the application of a range of equipment:   * Desk top computer * Health & Safety monitoring equipment * Digital Camera * Multi-media Projector |
| **7b. SYSTEMS** |
| The postholder will actively use the management of the Risk Management Operating System (Datix) which includes: Adverse Event reporting and management systems for Claims and Complaints for analysis of trends, retrieval of archived records and compilation of reports.  The postholder is responsible for leading and ensuring that a suitable and sufficient occupational health records management system (OPAS) is in place to meet the statutory requirements of the Health and Safety at Work etc. Act 1974 and that the Board’s Safety Management Systems align with Regulatory and best practice standards. The postholder will also be responsible for systems to ensure effective reporting of statutory incidents to the Health and Safety Executive in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations and, for system for the management of measuring performance and audit requirements. The postholder must be able to extract and interrogate the data to prepare Board level reports.  The Postholder must:   * Ensure that the systems under their responsibility meet the legal duties of GDPR * Understand and apply advanced knowledge of the concepts of performance management systems, quality assurance systems, financial reporting systems, benchmarking and best practice; * Be IT literate and competent, regularly using computer software to capture, analyse and transform service performance and financial data into management information reports to aid decision making, performance improvement and service development across the directorate and organisation.   The Potholder will use:   * Desktop Application Software (word processing, databases, spreadsheet, presentation software) * Adverse Event / Risk Management Information System (DATIX) * Asset Management Software * eKSF / Personal Development Plan (PDP) systems * Financial Systems e.g. SSTS and PECOS * Action planning and Project Management Systems * Evaluation / Audit software |
| 8. ASSIGNMENT AND REVIEW OF WORK |
| The work of the postholder will be self-generated, with high levels of autonomy to deliver the work requirement for the disciplines detailed in the role to address legislation, national priorities and local issues with significant impact on delivery of these work streams within NHS Ayrshire & Arran.  The postholder will often be required to re-prioritise workloads rapidly and plan to take into account frequent reactive issues. The dynamic nature of the role will require a high degree of autonomy and freedom to act  Work produced by the postholder is subject to formal review with the HR Director through a process of forward job planning, target setting, performance appraisal and personal development review.  Direct line management of staff for: Occupational Health, Health & Safety, Moving & Handling and Violence & Aggression which includes recruitment & selection of support staff, personal development, checking work performance, disciplinary and grievance issues, allocation of tasks and authorising leave, etc.. |
| **9. DECISIONS AND JUDGEMENTS** |
| The postholder is expected to anticipate and resolve problems and will be required to make judgments and decisions involving highly complex facts or situations. This will require the independent analysis, interpretation and comparison of several options in order to demonstrate robust, evidence based and transparent decision making in relation to the highly complex decisions that are required to be made on a daily basis.  A thorough and logical approach to problem solving will be required as the postholder will be required to receive information from a range of sources, process this and ensure that decisions and judgments are made in a manner that takes account of all relevant corporate system wide agendas.  As the Board’s most senior expert officer (‘competent person’) appointed by the organisation in compliance with the Management of Health and Safety at Work Regulations to provide such advice, the postholder must form judgements about the “reasonable practicability”(legal term) of measures to improve risk control which may appear to conflict with other pressing priorities. An appropriate adaptation must then be sought in conjunction with the staff, which will better safeguard safety and not compromise efficient patient care.  These judgements will be challenged on occasions by directors and senior managers and the postholder must be able to provide balanced and robust justification which takes account of conflicting priorities whilst maintaining the primary role of principal technical adviser in this field. These judgements will often have a serious bearing on the wellbeing of staff, patients or visitors and may involve significant costs. The ability to interpret in depth the statutory standard of “reasonable practicability” is essential in this regard. |
| 10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB |
| Leading on several discrete disciplines, all requiring the application of advanced theoretical and practical knowledge which create challenges in ensuring that the appropriate balance of time and effort is applied to each area. A risk based approach requires to be taken to enable the postholder to determine the most appropriate work priority.  Building effective networks and collaborating with colleagues throughout NHS Ayrshire & Arran, Scotland and the UK to influence decision making at the highest levels, facilitating the delivery of significant and ongoing change. Particularly where this is against a backdrop of the existing boundaries, established power structures, traditional expectations of the organisation and its professions and, extremely challenging financial constraints.  To continue to deliver whilst balancing the demands from emerging and significant national agendas to ensure efficient and responsive systems of governance and assurance, enabling national drivers to be reflected in the delivery of local goals. Managing conflicting priorities and the competing demands and expectations of directors, senior clinicians, managers and users of the service.  Balancing a demanding strategic leadership role with operational requirements in a highly complex and continually changing organisation.  Influencing, and encouraging the inclusion of health, safety and wellbeing, risk management, and human factors as an integral part of every management role and work to reduce ill health, injury, regulatory enforcement, civil actions and that they should be seen as a way to maintain staff safety and wellbeing and, improve patient care.  Balancing legally compliant, risk based, cost effective decisions to ensure NHS Ayrshire & Arran meets is statutory obligations and duty of care responsibilities  Effectively representing and developing uni and multi-professional frameworks across all services to reflect the needs of service users. |
| **11. COMMUNICATIONS AND RELATIONSHIPS** |
| The postholder is expected to provide and receive highly complex information that is made up of several components which can often be highly contentious, where opinion differs and there is uncertainty (for example when attending criminal and civil court cases on behalf of NHS Ayrshire and Arran). This involves the postholder analysing and interpreting situations where there are a number of options and the implications of each of these have to be considered. There may be a requirement to consult and communicate with a wide range of stakeholders.  The postholder will be expected to develop and maintain a wide range of key relationships. The relationships are both internal and external to NHS Ayrshire and Arran. Within the organisation these would include: the Chief Executive and NHS Board Chair Person and Non-Executive Directors; Executive and Service Directors; the Health and Social Care Partnerships; and colleagues within operational areas. Out with the organisation the postholder is expected to maintain a professional relationship with Scottish Government, Enforcement agencies such as HSE and Police Scotland, NHS Risk and Safety specialists, external professionals and UK NHS Staff Council members.  The postholder must use their highly developed interpersonal and communication skills which include persuasion, negotiation assertiveness, listening and conflict resolution along with excellent written and verbal skills to ensure effective communication with all internal and external stakeholders including members of the public and elected representatives. This requires the ability to display tact, sensitivity and political astuteness. The postholder will be expected to influence change through other people, and to negotiate on highly complex issues.  The post holder will be required to communicate on occasions when there will be significant barriers to understanding and acceptance or within an antagonistic atmosphere such as meetings with families following the completion of a Significant Adverse Event Review or service redesign that includes reducing services and or changing how these are delivered. These situations can be extremely distressing, highly emotive, confidential and sensitive, requiring the highest level of interpersonal and communication skills to minimise harmful outcomes to all parties concerned. |

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| **12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB** | |
| The postholder is required to lead on and apply advanced theoretical and practical specialist knowledge in more than one discipline.  **Physical Demands:**   * Light to moderate physical effort: includes moving light equipment, e.g. briefcases/lap-tops, projectors for presentations; using visual display unit equipment more or less continuously on most days for data analysis, spreadsheets, report writing, etc. and email; * Access to legally-defined confined spaces occasionally. Occasional exposure to unpleasant working conditions through site visits for example: tight compact spaces, environments where PPE is required for prevention of environmental hazards such as dust and noise, working at height**.**   **Mental Demands:**   * Intense concentration/in-depth mental attention frequently required, e.g. undertaking highly complex analyses and performing complex calculations; analysing problems and proposing solutions, leading meetings, influencing NHS staff and managers at all levels of seniority, public speaking, often working under pressure and balancing multiple demands in complex/changing environments; * Intense concentration when undergoing cross examination when attending criminal and civil court cases; * Negotiating skills are necessary, as is the need for accuracy in relation to all aspects of the post; * Constantly re-prioritising workload in a high tempo, fluid work environment.   **Emotional Demands:**   * On occasions judgements will be required on the significance of highly complex risk factors in situations where members of staff or patients have died or been severely injured. The need for rational appraisal may on occasions be difficult to reconcile with the natural tendency to sympathise with victims and on other occasions the difficulty will lie in persuading the relevant senior managers of the far-reaching consequences of an individual incident for the way in which an area of work is undertaken; * Frequent exposure to highly distressing and emotional circumstances as a result of reviewing all Significant Adverse Event (SAE) Reports, Leading SAE Reviews, Providing feedback to families following SAE Reviews; * Involves from time to time dealing with conflict situations e.g. in emotionally charged meetings, meeting with staff; * Occasionally required to assert emotional effort dealing with a variety of issues; * Frequent requirement to be emotionally assertive when considering service change; * Occasionally investigating traumatic incidents; * Occasionally coming into contact with disturbed or aggressive patients.  **Environmental Demands:**  * Standard office conditions with ongoing use of VDUs; * Occasional travelling, which may be for extended periods of time, for local and national meetings; * Occasionally entering confined spaces (legal definition) where specialist Personal Protective Equipment is required. | |
| 13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB | |
| **Qualifications and Experience**   * The postholder will require professional knowledge gained through Masters level qualifications in relevant disciplines and in addition, will have acquired further advanced theoretical and practical knowledge through advanced level training and experience over an extended significant period of time across the following discrete disciplines: Occupational Health and Safety; Ergonomics/Human Factors and Risk Management; * At least one of the following professional registrations: Chartered membership of the Institute of Occupational Safety and Health; The International Institute of Safety and Risk Management; Chartered membership of the Institute of ergonomics and Human Factors; * Extensive senior management experience working at a strategic level within a large, complex organisation, preferably within the NHS or other public sector organisation; * Extensive and demonstrable knowledge in developing safety systems and risk management structures and systems to achieve the attainment of organisational goals; * Extensive and demonstrable knowledge of developing systems and structures for the management of health, safety, wellbeing and risk and for the attainment of organisational goals; * Experience of working at a level of advanced professional practice and be able to evidence developing strategy, working with stakeholders to consult and ensure successful implementation across a diverse range of clinical and non-clinical areas and the healthcare spectrum; * Experience in developing and leading multi-disciplinary teams to excel in complex organisations; * Evidence of a proven track record in significant project management at a senior level within an NHS setting is essential; * Experience and in-depth knowledge of a number of disciplines e.g. financial management, human resource, performance management.   **Attributes**   * Creative and innovative approach to problem solving; * Ability to think at a strategic and operational level; * Ability to establish productive working relationships, challenge constructively and be open to challenge; * Political tact and sensitivity; * Highly developed interpersonal and communication skills (both written and oral); * Demonstrable facilitative leadership and influencing skills; * Ability to work on own initiative. | |
| **14. JOB DESCRIPTION AGREEMENT** | |
| A separate job description will need to be signed off by each jobholder to whom the job description applies.  Job Holder’s Signature:  Head of Department Signature: | Date:  Date: |