



## Job Description

<b>Job Title</b>	Head of Health, Safety and Wellbeing
<b>Department</b>	Buildings and Renewal
<b>Grade</b>	G
<b>Location</b>	Barbican Centre and Guildhall School of Music and Drama
<b>Responsible to</b>	Director for Buildings and Renewal
<b>Responsible for</b>	Health and Safety Manager

The Barbican is a world-class art and learning organisation. We push the boundaries of all major art forms, and we inspire more people to discover and love the arts.

The Barbican presents artistic experiences across music, theatre, dance, visual arts, and cinema that variously entertain, enable, enrich and educate our many audiences and participants. Our intention is to be a 21st century international Art Centre that champions equity and opportunity and explores new approaches to arts, education and enterprise.

We attract new arts audiences and participants, creating inspiring arts experiences for all. From first encounters to higher education programmes, we develop interests, skills, confidence and careers.

We are London's Creative Catalyst for arts, curiosity and enterprise. Our values reflect that we are inclusive, sustainable, daring, connected and joyful. We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

### **Purpose of Post**

Working across the Barbican Centre and Guildhall School of Music and Drama the post-holder will have overall responsibility for developing, leading, and managing health and safety strategies to ensure a safe and efficient working environment so our people can achieve incredible things. Supporting the engendering of a positive culture, delivering efficiencies and continual improvement, they will also ensure legal compliance, alignment to corporate strategy and best practice standards.

Working as part of the Barbican and School's management team, being proactive in identifying safety risks, improvement plans and supporting the management team in the assessment, set up and delivery and review of practice in their areas of responsibility. Leading by example, to embed the principles of continual improvement and support culture change.

Within the Buildings and Renewals team's remit: Ensuring systems and processes are in place covering CDM, fire safety (including RRO and the Building Safety Act) risk assessment, accident investigation, and that adequate systems are in place for effective communication at all levels, competence/skills analysis and training are undertaken as appropriate.

The long-term objective of the organisation is to deliver health, safety, FM, environmental and energy management systems to best practice standards e.g. ISO 14001, 45001, 5001, for which this role will play a significant part.

### **Main Duties & Responsibilities**

Regularly working with and reporting to Board, the Directors' Group and the School Senior Management Team, the post holder will lead by example, being visible throughout both organisations at all levels, working both strategically and operationally.

- Lead on the development of, and continually improve, the Health and Safety Strategy and Vision, working with the Boards and senior stakeholders.
- Build relationships and work closely with other corporate departments, particularly the corporate Health and Safety Team and the CoL's Head of Profession for Safety, to ensure the Barbican and the School are aligned with the City of London policies and strategy.
- Lead the Health and Safety team and individual departments, ensuring successful delivery of the strategy across the portfolio.
- Line management responsibility for the Health and Safety Manager(s), including approving annual leave, performance management, sickness absence management.
- To have autonomy in their day-to-day work, influencing leaders across all directorships, escalating only when there is continued pushback.
- Ensure roles, responsibilities and accountability are clearly defined, coached and understood at all levels from the Board to all employees, visiting companies and contractors.
- Act as the internal SME (subject matter expert), providing advice on legislation, policies, and best practice to management on working practices, processes, or projects.
- Be the first point of contact for any Health, Safety matter for the Barbican and the School. Deal with complex technical queries to support senior staff e.g. on legislation, compliance, strategy implementation. Be the first point of contact for any health and safety matters for the Barbican and the School, including contact from external stakeholders.
- Overall responsibility for internal and external health and safety audits. Continuously identifying all current and future relevant legal and other requirements as well as appropriate best practice standards applicable to the Barbican and School. Audit and assess the performance of both organisations against these requirements and standards.
- Lead across all teams to agree, develop and implement action and improvement plans. Monitor plans to ensure remedial actions and recommendations have been actioned as agreed.
- Lead and present to the Health and Safety Committee and other safety groups where appropriate, responding to challenges. Ensure all safety related policies and strategies in line with legal, best practise and other standards to ensure management systems remain robust and relevant. Ensure consultation and communication of health and safety matters with the wider staff team is appropriate and effective.
- Providing regular progress reports to senior management teams and respective governance boards.
- Identify targets and key performance indicators. Ensuring that strategies and monitoring systems are in place to support the delivery of KPIs and that a best practice approach has been utilised.
- Promote and raise awareness throughout the organisation of good safety practices and behaviours and provide information, instruction, and training to both internal and relevant external stakeholders to ensure a consistent and best practice approach across all areas of operation.

- Engage and consult where appropriate with associate organisations, contractors and other third parties including visiting companies and artists. Ensure they are clear on our initiatives and plans, and they are clear on their responsibilities and our expectations.
- Work with / supervise Heads of Department to ensure risk assessments across the site are reviewed and suitable and sufficient. Undertake/review risk assessments within the Buildings and Renewal remit.
- Manage accident/incident and non-conformance reporting and investigation requirements across both organisations, ensuring all accidents/ incidents are investigated in a timely manner and stepping in to complete investigations in the case where high risks are identified. Conducting/reviewing investigations within the Buildings and Renewal remit.
- Collate and share evidence of good governance and efficiencies made, thereby encouraging similar practice across both organisations and beyond.
- Represent and promote both organisations to external professional bodies, league tables and special interest groups sharing best practice and ensuring submission of mandatory and voluntary reporting requirements. Identifying opportunities to promote the Barbican and Guildhall School's achievements to ensure that both are seen as exemplars of best practice and industry leaders.
- Liaise as appropriate with the City of London Corporation, other organisations, and relevant authorities to ensure a joined-up approach.
- Ensure that all records and documentation relating to health and safety management are up to date, retained and maintained.
- Managing budgets and expenditure within agreed limits for internal training, equipment, and staff structure

#### **Other**

- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the post and grade.



## Person Specification

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<b>Department</b>	Buildings and Renewal
<b>Grade</b>	G
<b>Trent Position Number</b>	

Please find below the key skills, experience and core behaviours required to undertake this post.

### Professional Qualifications / Relevant Education & Training

- NEBOSH Diploma in Occupational Safety and Health or equivalent (Essential)
- NEBOSH Certificate in Fire Safety and Risk Management or equivalent (Desirable)
- Professional internal auditor qualification e.g. BSI Lead Auditor (Desirable)
- Chartered membership of IOSH (CMIOSH) (Essential)
- Extensive knowledge of health and safety, legislation, and industry best practice standards

### Experience Required

- Demonstrable experience of developing and leading a strategic approach to health and safety management and cultural development.
- Substantial experience managing the risk assessment programs.
- Senior level experience of managing the accident investigation process and knowledge of RIDDOR.
- Extensive knowledge and experience of delivering health, safety, (environmental and energy (desirable)) management systems to best practice standards e.g. ISO 45001, as well as demonstrable evidence of delivering quantifiable improvements and efficiencies.
- Experience leading internal health and safety audits.
- Demonstrable ability and experience of implementing change to existing practices across a complex organisation.
- Ability to solve complex problems, deficiencies in good practice, and propose solutions.
- Experience of delivering training and presentations to all levels within an organisation.
- Experience of setting and managing budgets.
- Demonstrable experience of delivering and implementing health and safety strategies and culture change in large, complex buildings.
- Significant experience of developing complex and detailed policies and procedures and producing high-quality policy documentation.
- Experience of building and maintaining stakeholder relationships across and outside of the organisation.

- Experience of leading high-performance teams.

### **Technical Skills / Abilities**

- Meticulous attention to detail for example in the creation/review of policy process/procedure and other written work
- Methodical approach in relation to using data to improve safety outcomes.
- Exceptional ability to remain calm under pressure, deal with conflicting priorities, and organise workload to deliver to deadlines.
- Ability to work autonomously as well as part of a team.
- Excellent written communication skills, to effectively provide easy to understand expert advice and guidance on complex H&S matters.
- Exceptional verbal communication skills with the ability to articulate information and influence others at all levels, to present clearly and confidently to senior management and influence positive safety behaviours.
- Strong ability to establish credibility quickly.
- Exceptional ability to influence others within own team and across other teams.
- Strong ability to manage projects effectively and to time and budgetary restrictions.
- Exceptional ability to manage risk, proactively identify underlying issues, interpreting data, and mitigate problems before they occur.

### **Recruitment – Note to Applicants**

***Please give examples of how you have demonstrated the areas in the person specification, including impacts resulting from your work. You should try to give examples for all of the points listed. You may consider answering in 'STAR' format. For more information on this see here: [The STAR method | National Careers Service](#)***

***Be as specific as possible, we cannot guess or make assumptions, and will assess your application solely on the information provided***

# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## Salary

Starting salary for this job is £63,910 per annum inclusive of London Weighting. This figure will be reviewed annually from 01 July in line with the pay award for other salaried staff within the City of London Corporation.

## Contract

The position is offered on a permanent basis.

## Hours of Work

The hours of work are 10am – 6pm, Monday- Friday, being 35 hours per week excluding lunch break, but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

## Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your

entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

Two months by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.

# barbican

We are London's  
**Creative Catalyst**  
for arts, curiosity  
and enterprise



We spark creative possibilities and transformation for artists, audiences, and communities – to inspire, connect and provoke debate.

We are the place to be in this Destination City, where everyone is welcome. Our impact is felt far outside our walls and ripples beyond the experiences we offer – locally, nationally and internationally.

[barbican.org.uk/values](http://barbican.org.uk/values)