

Job Holder: Safety & Environment Business Partner – WMT

Reports to: Head of Occupational Safety

Grade: PM2

Safety Status: Key Safety Post

Date version agreed:

1. Job Purpose

To develop and implement West Midlands Train's Occupational Safety Strategies, maintain occupational safety, health, wellbeing and environment management processes and standards, and lead their implementation across West Midlands Train's business. Provide professional occupational safety, health, wellbeing and environment advice and support to each of the functions. Ensure West Midlands Trains remains compliant with Health & Safety legislation.

To act as the first point of contact with the West Midland Trains business unit for occupational health and safety advice and support

Provide assurance to the Head of Occupational Safety that occupational health arrangements are being conducted in accordance with statutory legislation and Railway group and industry standards.

To provide overall administrative support to the Safety Team.

2. Safety Details

A. This job requires Security Clearance (e.g. Running of Special Trains)	N
B. The job holder is required to hold a relevant Track Safety competence (e.g. PTS)	N
C. This is a Safety Critical Work Post	N
D. This is a Key Safety Post	Y
E. Reference to this job is included in the company Safety Certification documents	Y
F. This job Manages Employees (undertakes specific tasks indicated in the occupational & operational standards manuals)	N
G. This job Manages Locations (undertakes specific tasks as indicated in the occupational and operational standards manuals)	N

3. Dimensions

A. Financial:

Cost and Payroll Budget
Delegated Authority

B. Staff:

Directly Responsible = 0

C: Others:

4. Principal Accountabilities

1. Support the Head of Occupational Safety in the provision of specialist input to the development of the West Midlands Trains Occupational Safety, Health, Wellbeing and Environment strategies.
2. Formulate, promote and develop over time the occupational safety, health, wellbeing and environment standards and processes
3. Promote Awareness of occupational safety, health, wellbeing and environment issues throughout West Midlands Trains and provide professional occupational safety and health & wellbeing support services
4. Provide advice to West Midlands Trains Managers in retaining compliance with all relevant legislative requirements
5. Ensure in liaison with line management teams, front line staff and health and safety representatives where relevant that any changes to existing risks or new safety risks are identified and recorded appropriately and risk control measures identified to reduce the risks to as low as reasonably practical and included in the functional risk reduction plans
6. Support line managers in the completion of risk assessments for all activities undertaken in designated business function. Promote ownership of the risk assessments within the line and the full participation of safety representatives in the risk assessment process. Providing support for any safe system of work
7. Support the line managers in the development, implementation and monitoring of progress with the functional Risk Reduction Plans and where necessary escalate areas of concern and non compliance.
8. Ensure fire safety arrangements for WMR are suitable and appropriate and comply with a minimum current safety legislation.
9. Provide proactive support and advice on occupational safety, health, wellbeing and environment issues to managers and project teams
10. Develop and manage occupational safety, health, wellbeing and environment programmes and briefing material to ensure standards and guidelines are effectively implemented

11. Monitor and evaluate the effectiveness of West Midlands Trains occupational safety, health, wellbeing and environment policies and strategies and provide feedback and reports to the Head of Occupational Safety, functional managers and SEMG where appropriate.
12. Undertake investigations into occupational safety and health events when required
13. Support the Head of Occupational Safety in the setting of leading and lagging indicators and occupational safety targets and KPIs and their promotion in managing risk across the business. Ensure these targets are monitored and tracked in the Risk Reduction Plans for the function
14. Support the procurement and, property and project teams to ensure compliance with legal duties in reviewing supplier approval documentation, contract reviews and control of contractor activities for safety requirements.
15. Monitor and report on progress against occupational safety, health, wellbeing, and environment initiatives including formal reporting on the Safety Plan.
16. Manage CIRAS reporting processes on behalf of West Midlands Trains, investigating with managers, providing responses and reporting to SEMG at regular intervals
17. Ensure compliance with the company safety certificate, internal and external standards
18. Support the Head of Occupational Safety in effective management of interfaces with external bodies including regulatory bodies (ORR, fire service local authorities etc)
19. Ensure Safety Validation processes for the function are followed providing support and advice where necessary and facilitating the HAZOP process.
20. Advising senior management regarding occupational safety, health, wellbeing, and environment business impact and develop countermeasure action plans
21. Undertake audits as required and prepare the associated reports identifying any non-compliances observations and update any appropriate databases.
22. Maintain a robust document control process to ensure compliance with Railway Safety Certificate audit requirements
23. Implement a robust process is to ensure that information relating to company standards is disseminated to those required to undertake any responsibilities
24. Implement a robust process is to ensure that information relating to company standards is disseminated to those required to undertake any responsibilities
25. Monitor and maintain the departmental email inboxes, Document Controller, Safety and Environment
26. Provide cross cover for the SMIS Analyst - input quality and comprehensive data to Rail Industry Safety Management Information System (SMIS).
27. Maintain databases and trackers for safety team
28. Provide support in producing weekly/monthly reports as required to provide period end reports/statistics
29. Note any trends from Safety Management Information System data and report as necessary.

5. Context

A: Operating Environment:

Acting as the key point of contact for the designated business function and providing expert safety advice and support where required for the business.

B: Framework and Boundaries:

C: Organisation: N/A

Please see organisation chart(s) at the end of the document.

(Attach a copy of the current organisation chart at the end of this document for each subordinate who reports directly to the job holder. Outline the area of responsibility of each direct report below)

6. Relationships

A: Reporting lines

Reports to the Head of Occupational Safety

B: Other Contacts:

Outside the Company:

7. Knowledge and Experience

Required

- NEBOSH Certificate or equivalent and
- Comprehensive Understanding of occupational health and safety legislation
- Knowledge of occupational safety and health & wellbeing management systems particularly HSG65
- Appreciation of government and key stakeholder health and safety agendas
- Strategic thinker
- Disciplined approach to policy and process development
- Skilful communicator and influencer

Desirable

- NEBOSH Diploma or equivalent
- IEMA Associate Certificate of Environmental Management or equivalent
- Deep understanding of occupational health and safety legislation
- Expert knowledge of occupational safety and health & wellbeing management systems
- Experience of implementing management systems within rail or related environments

1. Job dimensions

a. Direct staff

This post has no direct staff.

b. Indirect staff/ others –

The post is required to interface with internal and external parties including, Network Rail, RSSB, ATOC and other Train Operating Companies.

c. Financial

There are no financial dimensions to this post.

8. Job Challenge(s):

Ensuring line management are provided with business focused expert advice on occupational safety and ensuring that risk management arrangements are implemented and effective.

9. Additional Information

(Provide any further information not included in previous sections, which it is considered would assist others to achieve a better understanding of the job)

10. Sign off

Job Holder:..... **Date:**.....

Manager:..... **Date:**.....

Nominated Deputies

If this is a KEY SAFETY POST (2D is "checked") a Nominated Deputy must be identified. The job holder must ensure that the Nominated Deputy receives a copy of, and is briefed on, this Job Description.

Job title of Nominated Deputy:

Name of Nominated Deputy:

Signature of Nominated Deputy:

Date:

As the Nominated Deputy for this post, I confirm that I have been briefed on the requirements of this job. If there are more Nominated Deputies, they should sign further copies of this Job Description.