

# Job Description and Person Specification: Senior Health & Safety and Facilities Management Lead

## Job Title:

Senior Health & Safety and Facilities Management Lead

## Department:

Capital Projects and Property

## Location:

Welbeck Health Corporate Offices (with multi-site responsibilities)

## Reports to:

Head of Strategic Projects

## Job Purpose:

The Senior Health & Safety and Facilities Lead is responsible for the strategic and operational oversight of Welbeck Health Partner's premises, ensuring that all buildings, infrastructure and environments support the highest-quality patient care, staff wellbeing and legal compliance. They will act as the group-wide designated Health, Safety and Facilities Management Lead, ensuring Welbeck Health Partner's policies, procedures, risk assessments and practices meet regulatory standards and promote a safe, compliant workplace. The post-holder will also be the corporate office Facilities Manager, overseeing maintenance, security, cleaning, catering and equipment within the Welbeck Health Partner's London corporate office.

## Main Duties and Responsibilities

### Health & Safety Leadership

- Serve as Welbeck Heath Partner's corporate Health & Safety Lead, acting as the principal adviser on statutory and safety requirements.
- Develop, implement and regularly review robust health and safety policies, procedures, processes and risk assessments in line with current legislation and best practice.

- Lead on statutory compliance assurance, including fire safety, legionella control, asbestos management, COSHH, manual handling, DSE, and other relevant standards.
- Conduct regular site inspections, audits and investigations, ensuring remedial actions are tracked and completed by the local/clinical H&S Lead.
- Manage and deliver where necessary, staff training and induction on health and safety, fire safety, manual handling and emergency procedures.
- Coordinate with external agencies such as the Health and Safety Executive (HSE), fire authorities, statutory bodies and local government as required.
- Provide oversight and assurance in accident investigation, incidents and near-misses, producing detailed reports and recommendations for improvement; including documentation added and managed on RADAR.
- Ensure all properties adhere to Health, Safety and Environmental regulations.
- Lead on business continuity planning and emergency preparedness for the Capital Projects, Property and Facilities functions.
- Provide support and guidance to the local or entity-specific Health & Safety Leads as required, including attendance at operational meetings.
- Review, track and report on safety metrics, analysing incidents, accidents and near misses within the RADAR system, regularly reporting into Senior Leadership Team meetings.
- Implement and chair quarterly Health & Safety Committees to evidence compliance and continual improvement activities.
- Preparation and dissemination of Health and Safety bulletin information, bite-size learning information and other innovative ways to keep the wider workforce engaged with Health and Safety management.
- Providing support to the Construction Management department in creating and reviewing Construction Phase Plans, reviewing Risk and Method Statements and conducting Health and Safety site audits.
- Overall responsibility for all Health and Safety management within the Welbeck Health Partner's corporate offices.

## **Facilities Management**

- Provide oversight and quality assurance and point of escalation on contract management for facilities-related services across the portfolio, including hard and soft FM, cleaning, catering, security, waste management, and grounds maintenance.
- Monitor FM contract performance across the group, review with Facility Managers and lead on any escalations required with the contracted third parties.

- Monitor energy usage across the group, developing and implementing sustainability initiatives to reduce environmental impact and costs alongside our ESG leads.
- Manage the handover process between Capital Projects and local Facilities Teams, to ensure all information is handed over correctly.
- Develop, implement and monitor compliance with facility management policies, procedures and best practice.
- Conduct regular facilities inspections and proactively address any maintenance issues with the local lead.
- Chair and minute the Welbeck Health Partner's quarterly Ventilation Safety Group (VSG), as well as monitor agreed activities and actions.
- Track and report on the performance of facilities budgets, providing assurance and insight on any Welbeck Health Partner-wide trends or centralised initiatives.
- Oversee the maintenance of the properties MEP asset lists to ensure accurate schedules are kept for PPM and governance processes.
- *Corporate Office:* Develop and manage the budget for facilities and estates functions within the corporate office, ensuring efficient resource allocation and cost control.
- *Corporate Office:* Ensure accurate records are maintained relating to facilities, contracts, maintenance schedules, and compliance documentation.
- *Corporate Office:* Manage maintenance programmes (planned and reactive), ensuring prompt response to faults and breakdowns.
- *Corporate Office:* Ensure all relevant equipment is maintained and serviced according to manufacturers' guidelines and statutory requirements.

## Leadership and Communication

- Provide effective leadership, management and development of health & safety and facilities teams, fostering a culture of professionalism, inclusion and continuous improvement.
- Communicate effectively with clinical and non-clinical colleagues at all levels, acting as a key point of contact for facilities and safety-related matters.
- Contribute to Welbeck's strategic planning, management of risk registers and governance processes.
- Represent Welbeck at external meetings and events relevant to the post's remit

## Key Working relationships:

- Chief Financial Officer
- Managing Director and Divisional Directors

- Centre Managers
- Health and Safety Leads
- Facilities Managers
- Maintenance Teams & Contractors
- Clinical Quality Team, including Infection Prevention and Control leads
- Human Resources & Training Departments
- External Agencies (HSE, local authorities, contractors)

### Key Performance Indicators:

- Compliance with statutory and regulatory health and safety requirements
- Management of RADAR incidents, accidents and near misses
- Staff and patient satisfaction with facilities and environment standards
- Audit outcomes and implementation of improvement actions
- Statutory and mandatory training on H&S and facilities-related items

## Person Specification

### Qualifications

- Relevant degree or equivalent experience, in Facilities/Estate Management/Health and Safety or related discipline.
- NEBOSH Diploma or equivalent Health & Safety qualification (essential).
- Membership of a relevant professional body (e.g., IWFEM, IOSH) desirable.
- Evidence of continuous professional development.

### Experience

- Significant experience in Health & Safety management, preferably within a multi-site organisation.
- Proven experience in facilities management within healthcare or a similar regulated environment.
- In-depth understanding and application of health and safety legislation in a healthcare context.
- Experience managing multi-disciplinary teams.
- Experience in writing procedures and policies in a corporate environment.
- Experience conducting risk assessments, incident investigations and compliance audits.
- Demonstrable track record in budget management and service improvement.

## Knowledge and Skills

- Comprehensive knowledge of health and safety regulations and facilities management.
- Understanding of infection prevention and control within healthcare estates.
- Excellent communication, negotiation and influencing skills.
- Ability to develop and deliver training and presentations.
- Strong IT literacy, including facilities management and compliance software.
- Analytical and problem-solving abilities, with a proactive approach to risk management.

## Personal Attributes

- Professional, credible and resilient leader with high standards of personal conduct.
- Strong commitment to patient and staff safety and well-being.
- Ability to remain calm and decisive under pressure, responding effectively to emergencies.
- Flexible and adaptable, with a willingness to work outside normal office hours as required.
- Commitment to equality, diversity and inclusion in the workplace.
- Ethical, trustworthy and discreet in handling sensitive information.

## Additional Requirements

- Ability to travel regularly between sites when required.
- Satisfactory DBS/Disclosure check.