

Job
description

Head of Health & Safety

July 2024

The Institute of Cancer Research

About our organisation

We are one of the world's most influential cancer research institutes with an outstanding record of achievement dating back more than 100 years. We are world leaders in identifying cancer genes, discovering cancer drugs and developing precision radiotherapy. Together with our hospital partner The Royal Marsden, we are rated in the top four centres for cancer research and treatment worldwide.

Estates and Facilities

Sustainability, Health and Safety team

The SHS Team assist the ICR in promoting a proportional approach to risk management to enable world class research. Working closely with scientific staff and professional services teams to provide specialist information and advice to support the ICR to:

- Drive environmental sustainability improvement
- Co-ordinate HS&E matters on behalf of ICR
- Manage ICR's externally certified management systems (ISO14001 Environment, ISO 45001 Health & Safety & ISO 9001 Quality)

Head of Health and Safety

- Provide occupational health and safety professional leadership to all levels of staff, supporting and advising all management teams, employees, volunteers and contractors.
- To support the Head of Sustainability with the ICR's Sustainable Discoveries Action Plan.
- To lead on the development, implementation and reporting of the Health and Safety Action Plan.
- Provide and maintain proactive and effective customer focused health & safety advice and information within the integrated management system.
- Participate and assist in an assurance and audit role within the ICR for health, safety and environment matters.
- Engage with managers, staff and students to maximize improvements in health & safety performance.
- Drive the philosophy of health and safety ownership throughout all levels of the ICR.

Head of Health & Safety

- Develop the culture, ownership and understanding of occupational health and safety related issues through a proportional & pragmatic approach to managing risks.
 - Monitor and measure health & safety performance across ICR.
 - Manage the implementation and monitoring of health & safety related projects and process changes to ensure improvements in customer engagement, guidance and information for the benefit of ICR's scientific research.
 - Ensure compliance with changing health & safety legislation and to communicate and support any changes effectively.
 - Ensure the appropriate level of advice, guidance, coaching and training is provided to managers, staff and students on health & safety matters.
 - Manage the formulation of policies and guidance for health & safety and make recommendations to the appropriate committees for approval, (subsequent to appropriate consultation with ICR management, staff, students, Committees, etc.)
 - To participate on projects and related issues, across Estates & Facilities as identified by the Head of Sustainability or Director of Estates & Facilities.
 - To manage the emergency procedures for the Sustainability, Health & Safety team.
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Head of Health & Safety

Our values

The ICR has a highly skilled and committed workforce, with a wide variety of roles, each requiring different skills. But whether you work as a researcher, or work as part of our corporate team, your work and behaviour is underpinned by these six values. They are what bring us together as one team - as 'One ICR'.



Pursuing excellence

We aspire to excellence in everything we do, and aim to be leaders in our field.



Acting with Integrity

We promote an open and honest environment that gives credit and acknowledges mistakes, so that our actions stand up to scrutiny.



Valuing all our people

We value the contribution of all our people, help them reach their full potential, and treat everyone with kindness and respect.



Working together

We collaborate with colleagues and partners to bring together different skills, resources and perspectives.



Leading innovation

We do things differently in ways that no one else has done before, and share the expertise and learning we gain.



Making a difference

We all play our part, doing a little bit more, a little bit better, to help improve the lives of people with cancer.



Our values set out how each of us at the ICR, works together to meet our mission – to make the discoveries that defeat cancer. They summarise our desired behaviours, attitudes and culture – how we value one another and how we take pride in the work we do, to deliver impact for people with cancer and their loved ones.”

Professor Kristian Helin
Chief Executive

Head of Health & Safety

Department / division: Estates and Facilities

Pay grade / staff group: PS02

Hours / duration: Full time (35 hours per week) Monday to Friday

Reports to: Head of Sustainability

Duties and responsibilities:

Line manage the Health, Safety & Environment Advisers, ensuring breadth of professional competencies.

To proactively manage and implement the ICR's HS&E policies, action plan and strategic themes to improve compliance and continuous improvement.

Develop, promote and monitor the safety culture at ICR via identified projects.

To assist in maintaining the integrated SHS management system which fulfills the requirements of the ICR's policies & procedures, to the following standards ISO45001, ISO14001 and ISO9001 (E&F only).

To assist in providing adequate tools to achieve the above, including:

- Accident/incident/non-conformance reporting and investigation,
- Legal register,
- Risk assessment recording,
- SHS audit schedule,
- Inspection recording,
- SHS training matrix and training program,
- SHS documentation – policies, procedures, forms and guidance,
- Providing SHS performance reports as required (including the Institute HSE Committee, and the supporting committees),
- System for tracking SHS related actions,
- Communication of SHS matters (including lessons learnt, incidents, etc),

Provide positive leadership and promote the adoption of best practice.

Identify initiatives to improve H&S performance (particularly in areas that are performing poorly) to achieve continuous improvement.

To advise on the provision of appropriate Occupational Health service requirements, working in conjunction with Human resources.

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To assist and support the SHS audit, inspection and incident investigation processes as required.
Identify areas of significant H&S risk, prepare reports and recommendations to minimize the risk of personal injury, ill-health, fire and damage to the environment.
To carry out other duties that are consistent with the nature and grade of the post that may be required according.
To liaise with the Royal Marsden National Health Foundation Trust and other collaborators on H&S matters of mutual interest and for benchmarking.
To work with Estates & Facilities Managers to ensure that systems and procedures are coordinated across both sites and all teams where H&S risks are mitigated and any related H&S benefits are promoted.
To actively pursue improvements to the delivery of our information, guidance and professional advice to meet the current and anticipated future requirement of customers.
To act as an incident coordinator. To attend the Institute outside normal working hours, at the request of the Director of Estates & Facilities, in the event of an accident or emergency.
Subject to annual leave, sickness and other unavoidable contingency, SHS Team members are expected to be available to give advice or information or to assist in the event of any emergency on Institute premises. When requested they should attend in person to assist the emergency services or other staff handling the situation. The Head of Health and Safety will co-ordinate the availability of the HS&E Advisors during holiday periods to ensure adequate emergency cover.
Recruitment of Health, Safety and Environment Advisors where required and agreed, and carry out annual staff appraisals.
May stop work where activity presents an immediate threat to health, safety or the environment.

General

All staff must ensure that they familiarise themselves with and adhere to any ICR policies that are relevant to their work and that all personal and sensitive personal data is treated with the utmost confidentiality and in line with the General Data Protection Regulations
Any other duties that are consistent with the nature and grade of the post that may be required.
To work in accordance with the ICR's Values.
To promote a safe, healthy and fair environment for people to work, where bullying and harassment will not be tolerated.
This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or development.

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Education and Knowledge

Degree in health & safety or relevant science subject.	E
NEBOSH Diploma or equivalent health & safety qualification.	E
Membership of IOSH, preferably CMIOSH.	D

Experience

Experience in managing H&S in a laboratory environment.	E
Experience in a science (biosafety/radiation/chemistry) environment and the ability to demonstrate an active involvement in safety.	E
Experience within a Higher Education / medical environment	E
Proven experience of HSE Management systems.	E
Background in laboratory research.	D
Experience of managing a small team.	E
Demonstrated knowledge of pertinent health & safety regulations.	E
Proven ability to motivate, organize and enlist the cooperation of others who are outside of one's direct authority.	E
Experience of HSE auditing.	E
Ability to devise & deliver HSE audits.	D
Training experience	E
Ability to devise & deliver training	D
Experience in Emergency Response and Business Continuity	E

Skills

Up to date knowledge of health & safety legislation and good practice guidance (e.g., RIDDOR, COSHH).	E
Customer focus.	E
Excellent interpersonal skills.	E
The candidate must possess the written and verbal communications skills necessary in order to command the respect of professionals at all levels.	E

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The ability to diplomatically negotiate challenging issues with internal or external parties.	E
Excellent communication and presentation skills.	E
Computer Literacy (WP, spreadsheet and database applications).	E
Ability to identify needs & priorities, setting achievable targets.	E
Self reliant and able to work with the minimum of supervision.	E
Able to work under pressure.	E
Pragmatic, flexible and able to quickly adapt to changing demands.	E
Personable to lead others and work with variety of teams.	E
Able to build good relationships, influence others, and resolve issues with political acumen.	E
Commitment to self-development.	E

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Benefits

We offer a fantastic working environment, great opportunities for career development and the chance to make a real difference to defeat cancer. We aim to recruit and develop the best – the most outstanding scientists and clinicians, and the most talented professional and administrative staff.

The annual leave entitlement for full time employees is 28 days per annum on joining. This will increase by a further day after 2 years' and 5 years' service.

Staff membership to the Universities Superannuation Scheme (USS) is available. The USS is a defined benefit scheme and provides a highly competitive pension scheme with robust benefits. The rate of contributions is determined by USS and details of the costs and benefits of this scheme can be found on their website. If staff are transferring from the NHS, they can opt to remain members of the NHS Pension Scheme.

We offer a range of family friendly benefits such as flexible working, a parents' group, and a maternity mentoring scheme. Other great benefits include interest free loans for discounted season tickets for travel and bicycle purchases, access to the NHS discounts website, a free and confidential Employee Assistance Programme which offers a range of well-being, financial and legal advice services, two staff restaurants, and access to a gym and sporting facilities at our Sutton site.

Further information

You may contact Richard Woods for further information by emailing richard.woods@icr.ac.uk. This job description is a reflection of the current position and is subject to review and alteration in detail and emphasis in the light of future changes or development.