



## THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

### JOB DESCRIPTION FORM

**Job Title:** Health, Safety and Wellbeing Manager

**Department:** People and OD

**Reports to:** Chief People Officer

**Key relationships:**

Health and Safety Leads/Estates team

People and OD colleagues

Health and Wellbeing Advocates/Mental Health First Aiders

Trade union health and safety representatives

RCN staff and RCN managers

**Hours:** 28 hours per week

(Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)

**Grade:** E

**Location:** RCN UK HQ

### JOB PURPOSE

As a function, the People & OD Department's purpose is to enable the RCN to succeed through its people. This means that we seek to:

- Create the best possible experience of work and working life for our people;
- Support and empower our people through people-centred policies, practices and provisions; and
- Recruit, develop and engage our people to thrive in their roles.

By striving to be an exemplary employer, our work contributes to the RCN's credibility as a trade union, and as the voice of the nursing profession.

The Health, Safety and Wellbeing Manager supports this purpose by being the RCN's subject matter expert on health, safety and wellbeing in respect of its staff and those encountering the RCN's services and premises across the UK.

They ensure that the RCN is compliant with all current health and safety legislation through its policies and practices and provide advice to RCN management on all aspects of health, safety and wellbeing associated with RCN staff, visitors, contractors, customers (including members), and the RCN estate.

They provide advice and support to the Health and Safety Committee, reporting issues and matters to the Committee and the Executive Team to enable informed decisions to be made.

They lead on developing and maintaining a positive health, safety and wellbeing culture across the whole organisation.

## **KEY RESPONSIBILITIES**

### **1. Health, safety and wellbeing**

- Continually monitor the governance arrangements for the development and implementation of health and safety policies, making and delivering against agreed recommendations to the Health and Safety Committee for any changes to policies and practices which strengthen systems and processes to ensure the RCN meets its statutory and legislative obligations.
- Continually monitor the Health and Safety assessment processes, making and delivering against agreed recommendations to strengthen arrangements.
- Keep up to date with all health and safety legislation and best practice changes, informing the Chief People Officer, Health and Safety Committee and/or Executive Team of any changes needed and delivering against these where agreed.
- Ensure the RCN meets its obligations with regards to the Competent Person, as defined in the Management of Health and Safety at Work Regulations.
- Provide leadership and support for emergency and business continuity planning frameworks, supporting the review and rehearsal of appropriate emergency and crisis response procedures and plans.
- To effectively manage the organisations health and safety response to any incidents that occur, including pandemics, advising the RCN as necessary.
- To report to and advise the Health and Safety Committee on health, safety and wellbeing.
- To develop an annual work plan for approval by the Health and Safety Committee and to provide regular update reports to the Health and Safety Committee on implementation of the plan.
- To contribute to the People and OD annual report on health, safety and wellbeing matters.
- Develop all relevant health and safety policies as agreed with the Health and Safety Committee and once approved by the Executive Team ensure that the policies are effectively communicated and implemented.
- In conjunction with the Estates Department ensure that health and safety policies as agreed by the Health and Safety Committee in respect of

building safety and security are adhered to for all RCN buildings, including asbestos duty holder register, fire policy and others.

- Instruct estates on all works necessary to ensure compliance with health and safety regulations for all RCN buildings.
- Ensure fire risk assessments are undertaken and regularly reviewed for all RCN locations and that corrective works identified are undertaken.
- Ensure that there are procedures in place to maintain and upkeep the Fire and Security Evacuation Policy and arrange Fire evacuation drills as appropriate.
- Inform managers on all health, safety and wellbeing issues such as health and safety, Equality Act, DDA and other statutory matters in relation to negotiations with landlords.
- Provide advice relating to health, safety and wellbeing matters on acquiring new offices and refurbishment of existing offices, in line with the Property Strategy.
- Provide corporate, strategic solutions to manage the health, safety and wellbeing for all employees and any others who may be affected by the business.
- Maintain internal and external stakeholder relationships on all health, safety and wellbeing issues including liaising with staff, landlords and other interested parties.
- Advise of the health, safety and wellbeing aspects of all estates work and procurement activity.
- Ensure that appropriate and relevant health, safety and wellbeing training is provided to staff working in conjunction with Organisational Development team.
- Ensure that appropriate advice and process is in place to evaluate DSE assessments and ensure relevant adjustments are undertaken.
- Support the identified local health, safety and wellbeing leads networks and ensure that training and updating is provided as appropriate.
- Ensure that processes are in place for the health and safety of contractors and consultants and to ensure that they are properly instructed in the RCN health and safety requirements of the job.
- Advise on health, safety and wellbeing implications on environmental management systems and for all works associated with improving the environmental performance of the RCN Estate.
- Provide health, safety and wellbeing expert support and advice to CSR/sustainability lead.
- Advise and support managers on health, safety and wellbeing matters relating to the preparation of their budget submissions for project work.

## **2. Financial responsibilities**

- Work within the allocated health, safety and wellbeing budget, advising Chief People Officer on spend, and ensuring spend is in line with available budget and agreed objectives, and reporting any exceptions.
- Work collaboratively with the Chief People Officer to deliver the RCN financial goals, contributing to the planning of the annual budget.

- Be responsible for the management of the allocated budget, communicating and working within the RCN's finance, budgetary and business planning procedures.

### **3. Management responsibilities**

- Manage the Health, Safety and Wellbeing Partner setting and communicating performance standards, and setting and agreeing objectives which align to RCN strategic and operational objectives; and ensuring that team members deliver against their standards and objectives
- Develop and progress equity, diversity and inclusion activity within the team.
- Ensure the team is adequately resourced to deliver its objectives, leading on the recruitment and onboarding of new staff in line with RCN policies.
- Oversee relationships with external suppliers, including the occupational health and group income protection contracts, ensuring robust procurement and contract management arrangements are in place.
- Ensure team member complies with health and safety rules and requirements and completes relevant health and safety compliance training.
- Proactively manage and support the health and wellbeing of people they manage in line with the Supporting wellbeing and attendance policy, and other relevant policies.

### **4. Additional responsibilities**

- Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- Champion equity, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equity, diversity and inclusion statement.
- Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- Undertake any other duties as requested in line with the job role.

Job description updated by:  
Chief People Officer  
October 2024