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| |  |  |  |  | | --- | --- | --- | --- | | Nexus Logo | **NEXUS: Job Description** | Version: Date:  Page | 1.0  13-May-22  1 of 3 |  |  |  | | --- | --- | | **Job Title** | **Safety Performance and Reporting Analyst** | | **Job Evaluation Date** | **13 May 2022** |  |  |  |  | | --- | --- | --- | | **Validation & Authorisation** | | | |  |  |  | | Compiled by: | Safety and Assurance Director |  | | Validated by: | Head of Human Resources |  | | Authorised By: |  |  | | Grading Completed: | Band 3 – 13 May 2022 |  | |  |  |  | | Review date: |  |  | | Retention Period: |  |  | | Archive date: |  |  |  |  |  |  |  | | --- | --- | --- | --- | | Document Change Log: Summary of document changes | | | | | Date | Version | By | Summary of Changes | | 09/05/2022 | 1.0 | IW | New job description. | |  |  |  |  | |  |  |  |  |  |  |  |  | | --- | --- | --- | | **Job Title: Safety Performance and Reporting Analyst**  **Purpose:** Responsible for overseeing company safety performance, coordinating corporate and statutory safety reporting and undertaking analysis across Nexus in support of the company’s objective of achieving ‘Safety Without Compromise’. | | Nexus Logo | |  | | |

**Remuneration:** APT&C Band 3

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| **1.** | **Principal areas of responsibility** | |
|  | 1.1 | Manage the reporting, analysis and dissemination of all company safety performance data and associated systems, through the collation of safety data from daily logs, incident reports etc.; |
|  | 1.2 | Compile, populate and distribute periodic and topical safety reports in accordance with company Safety Management System (SMS) requirements; |
|  | 1.3 | Oversee the development, maintenance, and management of internal and external safety reporting databases and tools, ensuring robust administrative procedures are in place for archiving of all safety performance data and reports etc. |
|  | 1.4 | Collate, review and analyse all safety data to identify and report on safety performance trends and activities across the company, including tracking and close-out of investigation reports, recommendations and actions; |
|  | 1.5 | Liaise with all Nexus directorates and functions in the timely statutory reporting of relevant accidents and incidents as per Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013; |
|  | 1.6 | Where required, liaise with the Health and Safety Executive (HSE), Network Rail, other operators, RAIB, third-party suppliers etc. in the management of accidents and incidents (including reportable events) in accordance with legislative, industry and Nexus SMS requirements; |
|  | 1.7 | Works with other key stakeholders (e.g. RAIB, MCA etc.) and other industry bodies in the preparation and delivery of external safety reports and reviews as required; |
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|  | 1.8 | Arrange, administer and attended accident and incident investigation meetings and other forums as required; |
|  | 1.9 | Undertake other general administrative tasks associated with the team. |
|  | 2.0 | Other duties as directed by line manager. |

**2. Dimensions**

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| **2.1** | **Communications** | |
|  | 2.1.1 | Excellent verbal and written communication skills, particularly in respect of producing accurate and timely reports. |

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| **2.2** | **Decision Making & Problem Solving** | |
|  | 2.2.1 | A high degree of analytical capability, to turn data into information supporting management decisions. |

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| **2.3** | **Initiative & Independence** | |
|  | 2.3.1 | This post holder is required to exercise a good degree of initiative or independence. |

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| **2.4** | **Resources** | |
|  | 2.4.1 | This post has no budgetary responsibility. |

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| **2.5** | **People** | |
|  | 2.5.1 | This post does not manage or supervise any other posts. |

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| **2.6** | **Health & Safety** | |
|  | 2.6.1 | The post holder is responsible for their own health and safety and that of others, consistent with legal requirements |
|  | 2.6.2 | The post holder must comply with company health and safety standards and policies, and data protection arrangements |

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| **3.** | **Statutory Duties** | |
|  | 3.1 | Compliance safety standards and policies, data protection, and security confidentiality requirements |

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|  | **Name** | **Signed** | **Date** |
| **Line Manager** |  |  |  |
| **Job Holder** |  |  |  |