|  |  |  |  |
| --- | --- | --- | --- |
|  | **NEXUS: Job Description** | Version: Date: Page | 1.014-Feb-23 1 of 3 |

|  |  |
| --- | --- |
| **Job Title** | **Operations Safety Advisor** |
| **Job Evaluation Date** | **10 February 2023** |

|  |
| --- |
| **Validation & Authorisation** |
|  |  |  |
| Compiled by: | Operations Safety & Assurance Manager |  |
| Validated by: | Head of Human Resources |  |
| Authorised By: |  |  |
| Grading Completed: | 10 February 2023Band 4 |  |
|  |  |  |
| Review date: |  |  |
| Retention Period: |  |  |
| Archive date: |  |  |

|  |
| --- |
| Document Change Log: Summary of document changes |
| Date | Version | By | Summary of Changes |
| 20/01/2023 | 1.0 | DB | New post introduced as part of Safety and Assurance re-organisation. |

|  |
| --- |
| Distribution: This document has been distributed to: |
| Signed approval forms are filed in the project files |
| Name | Signature | Title | Date | Version |
|  |  |  |  |  |
|  |  |  |  |  |

**Warning:**

Printed copies of this document are uncontrolled

|  |
| --- |
| **Job Title: Operations Safety Advisor****Purpose:** Aid and support the safety and assurance functions within Metro Operations. This will see the candidate lead and implement systems and policies to ensure Nexus compliance throughout the Directorate. Provide safety expertise and guidance across the Operations Directorate, through liaison with other internal departments to manage the effective and efficient deployment of Nexus Safety and Assurance Management systems. Responsible for operational safety and assurance performance monitoring taking place to ensure regulatory compliance and surveillance is routinely undertaken.  |

**Remuneration: Band 4**

**Safety Status Non-Safety Critical**

|  |  |
| --- | --- |
| **1.** | **Principal areas of responsibility** |
|  | 1.1 | Lead and delivery on the effective implementation of the Nexus Safety Management System (SMS) and other management systems e.g., quality, environment, and sustainability etc. across the Operations Directorate. Ensure adherence to all associated safety policies, plans and procedural arrangements in accordance with the organisations statutory obligations. Responsible for compliance with relevant general safety and rail specific industry standards (e.g. Railways Industry Standards) and recognised best practice. |
|  | 1.2 | Take a lead role in supporting in the provision of proactive safety guidance and support across Nexus Operations through the creation, development and delivery of key safety initiatives which are aligned with our Life Saving Rules and Safety without Compromise Nexus vision. |
|  | 1.3 | Encourage and support the development of a ‘best in class’ safety culture within the Operations Directorate This will see the creation, ongoing development, and successful implementation delivery of a programme of works that stimulates and nurtures an ethos of safety first.  |
|  | 1.41.5 | Liaise with multiple departments of the Operations Directorate to support the delivery of the annual Safety and Security Plan and associated objectives, monitoring and reporting on key targets and key performance indicators (KPIs). Clearly communicating and displaying the Nexus commitment to ‘Safety Without Compromise’ across the directorate aligning activities and initiatives with industry (e.g. RSSB, ORR, RDG) and Nexus business needs and key risks and priority areas. |
|  | 1.6 | Ensure the provision of appropriate ‘in the line’ Operational safety expertise, support, and guidance across the directorate, Support Managers in developing, reviewing, and updating risk assessments and Safe Systems of Work and operational documentational procedures. |
|  | 1.7 | Plan, lead and execute periodic safety and assurance performance monitoring, reporting and analysis, preparing appropriate reports and provision of timely information to the Operations Safety and Assurance Manager, Operations directorate senior team, Local Safety Committees (LSC) and other forums as required. |
|  | 1.81.9 | Maintain robust systems to ensure all Operations accidents, incidents and close calls are reported and investigated as appropriate and in compliance with Nexus’ procedures and statutory requirements (e.g. RIDDOR, RAIB, ORR) as directed by the Designated Competent Person (DCP).Manage, support, and maintain the Operations Directorate’s elements of the Nexus ‘Safety Authorisation and Safety Certificate’ as required by ROGS, identifying changes and updates as required |
|  | 1.10 | Ensure timely compliance by conducting robust organisational, safety and assurance, compliance and monitoring regimes, incorporating periodic surveillance audits, tours, and planned inspections. |
|  | 1.111.12 | Develop and maintain safety and assurance-related initiatives, including topical and risk-based multi-media communications and engagement campaigns in accordance with business needs.Ensure timely compliance with relevant Health and Safety legislation, risk assessments, emergency operating notices (EONs), management procedures, staff notices, Nexus safety policy and safe working practices including the Working Time Directive. |
|  | 1.13 | Perform other duties as required. |

**2. Dimensions**

|  |  |
| --- | --- |
| **2.1** | **Communications** |
|  | 2.1.12.1.2 | Report directly to the Operations Safety and Assurance Manager.Strong verbal and written communication skills, with the ability to engage at all levels in the organisation, with contractors, external agencies, stakeholders, and the public. Accurately maintain and report to the wider business the status of Health and Safety compliance within the Nexus Operations Directorate. |

|  |  |
| --- | --- |
| **2.2** | **Decision Making & Problem Solving** |
|  | 2.2.1 | Tactical and operational safety planning and implementation to ensure business issues have solutions and standards are adhered to. |
|  | 2.2.22.2.3 | Safety decision making that could impact the service to other directorates and to customers.Knowledge and experience of industry (particularly rail) safety context including significant historical events and regulatory framework. |

|  |  |
| --- | --- |
| **2.3** | **Initiative & Independence** |
|  | 2.3.1 | Work independently to provide solutions to business requirements by showing the highest levels of initiative and an ability to lead with minimal reference to line management. |
|  | 2.3.2 | Confidence and efficiency in decision making that will be complex, time consuming and outcomes which may often have a wide-reaching impact. |
|  | 2.3.3 | Provide representation on behalf of the Operations Safety and Assurance Manager at critical meetings internal and external meetings/committees as appropriate that will have an impact on the whole team and potentially Operations Directorate. |

|  |  |
| --- | --- |
| **2.4** | **Resources** |
|  | 2.4.1 | Manage small budget relating for operational publications.Maximise operational efficiency and minimise key safety critical key performance indicators.Use own judgement and expertise to information critical business decisions which meet requirements but also ensure value for money not at the cost of Safety. |
|  |  |  |
|  |  |  |
| **2.5** | **People** |
|  | 2.5.1 | This post reports directly to the Operations Safety and Assurance Manager and has no direct line responsibility for staffing resources. |
|  |  | Be the first point of contact for Nexus SMS and other management systems. |

|  |  |
| --- | --- |
| **2.6** | **Health & Safety** |
|  | 2.6.1 | Display an active safety leadership role encompassing all aspects of the safety and security within the organisation. |

|  |  |
| --- | --- |
| **3.** | **Statutory Duties** |
|  | 3.1 | Ensure adherence and compliance to all statutory and regulatory requirements with specific reference to the Nexus Health, Safety, Security, Quality and Environment Management systems. |
|  | 3.2 | Responsible for carrying out duties and ensuring procedures are in place to meet legislative and organisation standards requirements for Nexus and in line with industry best practice. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Signed** | **Date** |
| **Line Manager** | D J Bailey |  |  |
| **Job Holder** |  |  |  |