

# WHAT'S THE ROLE?

## WORKPLACE AND HEALTH AND SAFETY MANAGER

This is a broad and impactful role, where I ensure a safe and effective working environment for our employees, volunteers and supporters. I also lead Health and Safety across Prostate Cancer UK, which covers our office in London Bridge and our external events.

### IN THIS ROLE YOU'LL...

- Oversee the smooth running of the office and all its facilities to ensure a safe productive space.
- Investigate accidents, incidents, and near misses to determine causes and implement corrective actions.
- Develop, update, and implement health and safety policies and procedures to comply with relevant regulations.
- Conduct regular safety inspections of the workplace, identifying and addressing potential hazards.
- Lead projects related to specific health, safety and workplace issues e.g. refurbishments; relocations; environmental initiatives.
- Review Health and Safety risk assessments for our fundraising events.
- Be accountable for training all staff on Health and Safety with the support of the Learning and Development team
- Be accountable for the health and safety of our employees in collaboration with the People Team including supporting with DSE assessments, workstation set up and adjustments, implementing Occupational Health recommendations.
- Maintain business continuity plans and coordinate practice to ensure preparedness.
- Manage external relationships with contractors; landlords, legal advisers, HSE, insurers, external inspectors and service providers to ensure.
- Manage the team business plan and budget.
- Coach and develop your team to achieve fantastic results and progress their skills and capabilities.

### WHO YOU ARE

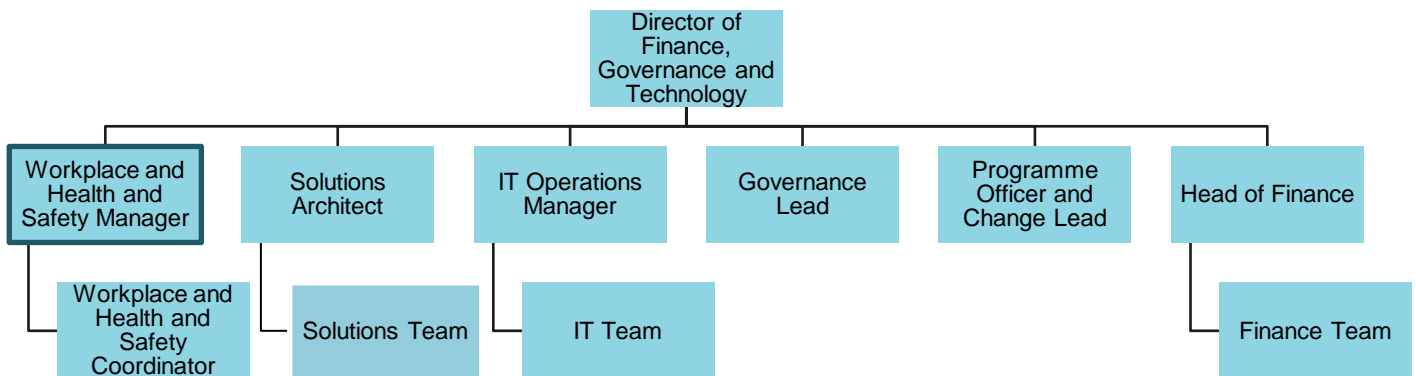
- Relevant Health and Safety qualification e.g. NEBOSH, IOSH.
- Proven experience in facilities management of an organisation with at least one office and hybrid working from home
- Confident to review health and safety risk assessments.
- Proven experience of developing and delivering health and safety training to staff and volunteers.
- Ability to manage, engage a direct report.

- Excellent organisational and administrative skills and the ability to prioritise work to meet deadlines and be self-sufficient.
- Proven experience in the effective management of external contractors.
- Proven experience in effectively managing a budget ensuring value for money and maximising efficiency.
- Ability to deliver policy and procedure documentation to senior managers and the Board.
- Ability to find practical and workable solutions with a risk aware.
- Excellent communicator – confident and competent to communicate complex information to various audiences.
- Excellent project management skills.
- Experienced at developing and managing strategic projects, working across team and organisational boundaries to identify new ways to optimise efficiency and effectiveness.
- Working knowledge of standard IT packages including Microsoft Word, Excel and PowerPoint.
- Actively promotes our commitment to equity, diversity, inclusion and allyship.
- Excellent people management skill including line management experience and managing teams across more than one location
- You are comfortable moving at a fast pace and can adapt quickly to changing situations.

# YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Director of Finance, Governance and Technology
- Job level:** Band 4 - Manager
- Contract:** Fixed Term
- Hours:** Full time; 37.5 hours per week - We're happy to consider requests for flexible and part-time working on hiring.
- Budget:** Approximately £280,000
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. You'd need to be in the office four days a week and we may need you to come in for specific meetings.

## WHERE DOES MY ROLE FIT IN THE ORGANISATION?

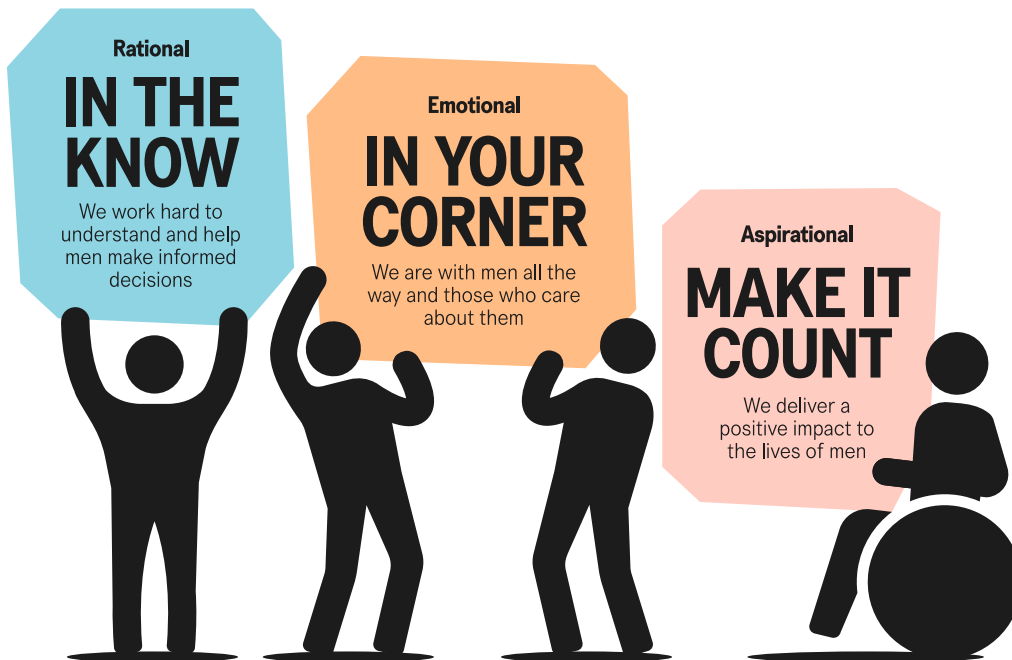


# OUR CULTURE

## VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

## OUR VALUES



## OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<b>GENEROUS WITH KNOWLEDGE</b> Switched on and well-connected, we share our expertise and make informed decisions.	<b>GOT YOUR BACK</b> Unembarrassed and reassuring, we listen, understand and stand up for those in need.	<b>DO WHAT MATTERS</b> Impossible to ignore, we focus on what matters to drive results and maximise our impact.
<b>NATURALLY CURIOUS</b> Constantly learning and hungry for knowledge, we challenge and push for answers.	<b>OPEN TO ALL</b> Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.	<b>NEVER SETTLE</b> Fired up and determined to make a difference in everything we do – and driven to give our best.

# HOW TO APPLY

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

## PART ONE

**Please address the core/essential skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.**

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

- Proven experience in facilities management of an organisation with at least one office and hybrid working from home
- Confident to review health and safety risk assessments.
- Proven experience in effectively managing a budget ensuring value for money and maximising efficiency including in the effective management of external contractors
- Ability to deliver policy and procedure documentation to senior managers and the Board.
- Excellent people management skill including line management experience and managing teams across more than one location.

## PART TWO:

**Please provide us with any further supporting information that you feel will benefit your application. You may want to reference the values and behaviours sections.**

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email [hr@prostatecanceruk.org](mailto:hr@prostatecanceruk.org)

We look forward to receiving your application!