



PORT HEALTH AND SAFETY OFFICER – Permanent

Salary: Band 9 - £36,647 – £40,220 pa

37 hours per week, usually office hours, Monday to Friday but very occasional out of hours work is required.

The Service

Portsmouth City Council operates its maritime and port services through Portsmouth International Port. The port's main operations of ferry and cruise are based at the International Port site but there are operations at the Camber and at sea which are also covered under its role.

As a service we take pride in our work by valuing others, focusing on what's important so that we make a real and positive difference.

This is an exciting opportunity for a Health & Safety Officer to join Portsmouth International Port which is the UK's most successful council-owned port. With a growing reputation for innovation, sustainability and social values, the port ensures that it provides more than just an income for the residents of the city who are ultimately our owners.

Portsmouth International Port is a dynamic and exciting place to work with an ambitious 20 year masterplan. Join our team and benefit from our superb geographic location, commitment to growth and diversity of business.

As a land lord port, our customers are specialists in ferry, cruise and commercial shipping but we have wide ranging statutory responsibilities and operations with around 100 of our staff ensuring the port can operate for over 1.5million passengers a year around the clock.

We are already considered to be a major UK port, and our continued commercial success means that we contribute significantly to Portsmouth City Council's budget. The Health & Safety Officer will be joining a team working at the second busiest ferry port in the country operating more routes to Europe than any other port.

What is the role?

Based at Portsmouth International Port (PIP), and reporting to the Head of Compliance, the role works across all port areas providing specialist Health and Safety advice and assistance to port stakeholders.

The main duties are:

- To provide Health and Safety management advice and assistance to port stakeholders including the directors, elected members, managers, staff and other port users such as customers, passengers and contractors.

- To assist with developing and delivering all aspects of the port's health and safety management system (including policy development, implementation, and compliance/audit reviews)
- To develop, maintain, procure and deliver health and safety training courses to staff and other suitable parties.
- To support the Head of Compliance in maintaining standards at the port and take a leading role in maintaining our ISO 45001 certification
- To investigate incidents and accidents.
- To Chair and/or support senior managers during stakeholder meetings at the port (such as health and safety committees, port user meetings, wellbeing committees)
- To liaise with, and represent the port at, health and safety meetings/committees/forums across the council and in industry specific organisations such as Port Skills and Safety
- Ensure that communications around changes, improvements and findings are suitably communicated
- Liaise with department heads to ensure that all risk assessments, COSHH, manual handling and DSE assessments are up to date and regularly reviewed
- Maintain and update SMART targets and KPIs to monitor and manage health and safety.
- Assist with and take on responsibilities within the emergency planning and business continuity areas including designing and leading exercises.
- Provide support to the Head of Compliance in regard to reporting at senior management and board level meetings.

This is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing needs of the service, or as reasonably requested by the supervisor/line manager.

Who is the person?

The Health and Safety Manager will need to have the following skills and experience:

Essential Criteria

- NEBOSH General Certificate in health and safety (or higher)
- Substantial experience working in a role with significant responsibility/accountability for health and safety
- Exposure to or knowledge of ISO 9001, ISO 45001
- Understanding of legislation relating to health and safety
- Understanding of port statutory requirements
- Workplace inspection (internal auditing) experience
- Experience in accident and incident investigation
- Strong IT skills (or a willingness to develop them)
- Strong communication skills
- Good presentation and report writing skills



Desirable Criteria (the successful candidate will receive support and training to reach this level)

- NEBOSH Fire Safety Certificate
- First aid qualification
- Teaching /training experience
- Mental health first aid qualification
- Knowledge and understanding of data protection legislation
- Knowledge of PowerBI

If you have any questions, or would like an informal discussion about the role, please call our duty Head of Compliance on 02392 855931 or email chris.hatter@portsmouth-port.co.uk

When completing the application form, please thoroughly tailor your application to the 'Who is the Person' points with the use of examples from your experience and attach this as a cover letter in the Supporting Documents section. This is really important or you are likely not to be shortlisted.

All employees and third parties working at the Portsmouth International Port are subject to a Substance Misuse - Drug & Alcohol Testing Policy and the Port reserves the right to carry out with cause and random testing.

It is now standard practice for the Port to conduct Drug & Alcohol testing at the pre-employment stage. This will be conducted prior to starting wherever possible.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.