Job Specification: Global Health and Safety Advisor

Department: Programmes
Scale: HQ Grade 4
Line managed by: Head of Global Security
Responsible for line managing: N/A
Location: HQ

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose: The Global Health and Safety Advisor (GHSA) will be responsible for implementing a consistent approach to organisational Health and Safety across MAG, promoting a positive H&S culture, supporting programmes to ensure safe working environments and monitoring global H&S compliance. The post holder will:

1. Plan, implement and embed the recommendations made in the recent organisational H&S review.
2. Maintain oversight of MAG's global H&S management framework to enable MAG to meet its duty of care obligations in line with the H&S policy, standard operating procedures (SOPs) and the organisational risk management framework.
3. Conduct visits to country programmes to support the development and implementation of policies and procedures and to conduct assessments and training.
4. Provide a range of support, advice and guidance to all staff and others across the organisation in developing and implementing H&S systems per MAG H&S policy and in compliance with relevant H&S legislation.
5. Promote a positive health and safety culture throughout MAG. Establish, build and maintain relationships with key internal and external stakeholders.
6. Work under the direction of the MAG Health, Safety, Security and Safeguarding Working Group (HSWG) to ensure that MAG is meeting its duty of care concerning H&S.

Job Description

COMPLIANCE

- Maintain oversight of MAG's compliance with H&S policy and risk management framework including country-level plans, SOPs, policies and procedures.
- Assist country programmes to meet the H&S SOPs and revise or establish protocols for staff and visitors.
- Review H&S policy at appropriate intervals to ensure it reflects external trends and internal learning and supports the improvement of policies and procedures.
- Develop MAG's H&S management system to include the provision of auditing and monitoring systems for ensuring the effectiveness and relevance of existing policies and procedures.
- Provide effective monitoring of H&S performance including undertaking in-house audits, safety inspections and drills to ensure legal compliance, best practice and continual improvement.

MANAGEMENT

- Plan, implement and embed the recommendations made in the recent organisational H&S review and report to the HSWG on progress.
- Work with Regional and Country Directors to support organisational strategic thinking and decision-making on H&S issues.
- Support MAG programme teams by providing ongoing advice and responding to H&S queries.

- Act as the H&S focal point for Crisis Management and work as part of Crisis and Incident Management Teams (CMTs / IMTs) to resolve critical incidents in line with organisational policies and procedures.
- Ensure full implementation of the H&S framework and ensure national H&S protocols are in place as necessary.
- Assist in the further implementation of the risk management framework.

TRAINING AND COMMUNICATIONS

- Advise and lead on health and safety training needs across MAG. Develop effective training programmes to meet these needs in conjunction with key stakeholders either by developing and delivering in-house training sessions and/or by sourcing external training providers.
- Maintain a global overview of H&S training conducted across all regions, ensuring quality and consistency of approach. This includes induction for new staff and programme H&S training.
- Grow a network of H&S Focal points in-country programmes and develop a plan for their capacity building. Contribute to and develop initiatives to raise awareness and increase health and safety communications (including emails, newsletters, safety bulletins, publications, posters, updates and seminars.)

INFORMATION AND REPORTING

- Maintain oversight of MAG's incident reporting system providing advice and guidance on appropriate organisational response.
- Investigate accidents/ incidents per relevant health and safety legislation. Ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 by reporting to the relevant enforcing authority. Provide support to country programmes in their investigation of accidents & incidents and provide follow up support to ensure preventative actions have been taken.
- Support the development and implementation of the corporate accident and incident database.
- Manage and monitor the accident and incident reporting procedure to ensure consistent reporting practices occur across MAG programmes globally.
- Analyse and monitor global accident & incident trends and share lessons learnt and recommendations to prevent recurrences within other country programmes. Provide statistical analysis of incident trends as part of quarterly HSWG meetings.
- Monitor and record key H&S decisions.
- Maintain up-to-date knowledge of health and safety legislation in the UK and overseas and a good level of knowledge of current external developments of H&S and Quality management systems, including attending charity forums and H&S special interest groups.

WELLBEING

- Provide advice on areas relating to stress management/work/life balance, Psychosocial support/ psychological first aid, post-trauma support and organisational health issues to support the development of staff support systems and training throughout MAG's global workforce.
- Support the development of the MAG Wellbeing Group
- Support the Director of People and Culture and Head of HR in ensuring appropriate channels for consultation with staff as necessary.
- Coordinate and liaise with HR on policies and procedures that incorporate wellbeing.

All HQ staff are expected to undertake the following general duties;

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities
- Travel overseas, sometimes to developing countries and areas in conflict, as and when required
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a

full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Some Job Descriptions may be supplemented by specific Terms of Reference

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Person Specification

Essential Qualifications

- Qualified to NEBOSH Diploma level or equivalent and member of the Institute of Occupational Safety and Health (MIOSH)

Essential Experience

- Experience of H&S in an international NGO setting.
- Demonstrable experience of H&S management in a large, diverse, multinational organisation with experience of advising managers and staff on H&S issues located in various locations and contexts.
- Demonstrable experience in planning, implementing and embedding H&S recommendations consistently and in a timely fashion across an organisation.
- Experience in supporting managers to resolve a wide range of H&S issues
- Experience in developing and implementing H&S policy, procedures, standards and systems

Essential Skills and Knowledge

- Excellent written and spoken communication skills with the ability to communicate clearly, concisely to a range of internal and external stakeholders.
- A proactive and enthusiastic approach to work, with the tenacity to see projects through to implementation.
- An efficient self-starter with an ability to work alone and as part of a team, prioritise tasks and deliver against deadlines.
- Excellent interpersonal skills with the ability to negotiate and influence to secure buy-in to achieve change.
- Able to build effective working relationships with colleagues at all levels.
- Good project management and organisational skills including the ability to plan and prioritise a heavy workload.
- Demonstrable ability to deliver work plan objectives on time and within budget.
- Strong organisational skills with the ability to develop and implement robust systems.
- Strong analytical skills and ability to identify trends and issues.

Essential Aptitude

- Commitment to MAG's mission, values and approach.
- Willingness and ability to undertake potentially extensive international travel (>30%) often in insecure and austere environments.
- Good communication and interpersonal skills - assertive, friendly and positive approach to empower staff and in their H&S duties.
- Open-minded, pragmatic and assertive.
- Committed to working as part of a wider team, with an approach that supports cross-organisational input, consultation and delivery.

Desirable

- Experience of interpreting and multiple legal frameworks as they relate to H&S obligations
- Understanding of NGO programme design, development and management
- Up-to-date knowledge of H&S issues facing the NGO sector
- Fluent French language skills

Signed employee:	**Date:**
Signed manager:	**Date:**

September 2021