

Candidate Information Pack

Director of Health, Safety, Environment & Quality



Together we are working for a
sustainable blue future

Welcome Letter

Thank you for your interest in the Director of HSEQ role with Cefas. This is an especially exciting time to be part of Cefas and the wider Defra family as the UK takes up responsibility for our future outside of the EU Common Fisheries Policy and for managing our own fisheries and waters for the first time in 40 years.

Cefas has a key role in providing the innovative and world leading scientific advice that will be necessary to deliver significant national objectives for HM Government, including:

- Ensuring a thriving and environmentally sustainable UK seafood industry.
- Establishing the Good Environmental Status of our seas and oceans while balancing their sustainable use in contributing to our energy, transport, communication and construction objectives.
- Contributing to delivering our Net Zero carbon obligation by 2050 and in leading the international community to this goal through the likes of COP26 and in setting high ambition for the Convention on Biodiversity (CBD), and

- Advising and supporting partner governments around the world in the delivery of our overseas objectives and to enhancing the UK's global scientific reputation.

Finally, we place great importance on H&S and the wellbeing of our colleagues and others, through to the promotion of sustainability practices to minimise our impact on the environment, and to aim for excellence in delivery through effective management systems and engagement.

I very much look forward to working with you.

Neil Hornby, CEO



The Organisation

Cefas is the Centre for Environment, Fisheries and Aquaculture Science. We are an Executive Agency of Defra and a world leader in marine science and technology.

We are the government's marine and freshwater science experts. We help keep our seas oceans and rivers healthy and productive and our seafood safe and sustainable by providing data and advice to the UK Government and our overseas partners.

We work in partnership with our colleagues in Defra and across UK government, and with international governments, business, maritime and the fishing industry, non-governmental organisations, research institutes.

We have more than 500 staff based primarily at two UK laboratories in Lowestoft and Weymouth, an ocean-going research vessel and over 100 years of experience in advice on managing living marine resources.



Our history

- **1831** UK marine scientific discovery/exploration (HMS Beagle)
- **1872** four year ocean mapping /sampling expedition (HMS Challenger)
- **1902** first fisheries lab in Lowestoft
- **1997** Directorate of Fisheries Research became Centre for Environment Fisheries and Aquaculture Science (Cefas)



Our future

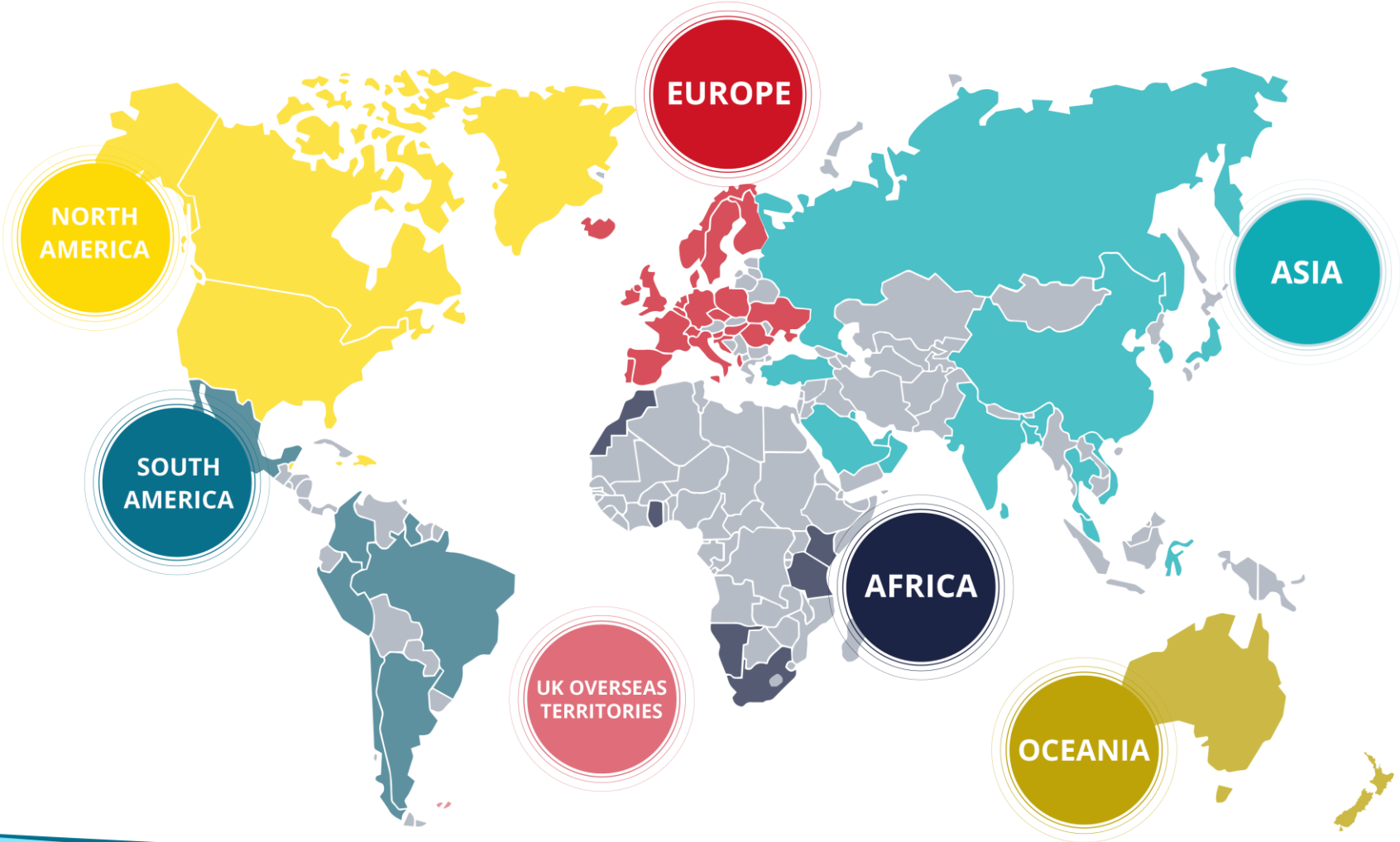
- Over 650 staff in our Lowestoft and Weymouth sites and small port offices in Scarborough, Hayle and Plymouth.
- Purpose built research vessel Cefas RV Endeavour is equipped to support a broad range of activities.



What we do



Where we work



The role

Job Title

Director of HSEQ

Location

Lowestoft

Salary

£57,931 to £68,288

Contract Type

Permanent

To support the CEO and executive team in setting HSEQ direction and strategy and systems to ensure compliance with relevant legislation, promote best practice and build cultural awareness that enables Cefas to achieve excellence in recognised standards and benchmarks.

Cefas has a clear purpose as the government's foremost source of evidence, applied science and impartial expert advice for marine and closely related environments. Cefas supports government decision making, provides long term assurance and responds to EU/UK legislation and obligations.

Further details are available in our Annual Report and Accounts, available on our web site www.cefass.defra.co.uk



Person Specification

It is essential that you can demonstrate experience in leading the Health and Safety function in a medium to large scale organisation, ideally with knowledge of operating in a complex marine environment.

Responsibilities will include

- Responsibility for the HSEQ Team
- Ensuring delivery of HSEQ strategy and objectives
- To be accountable to the CEO for all matters and arrangements relating to health, safety environment and quality, to include employees and those affected by the operations of Cefas
- Work closely with and support the executive team and senior leaders as they embed Cefas H&S improvement projects to achieve targeted objectives
- To build an approach to develop HSEQ culture with Cefas Leaders and role models
- To own and shape the HSEQ Management Systems (MS), setting and monitoring all elements of "Plan" "Do" "Check" "Act" (PDCA) and "Zero Harm" initiatives
- To understand and ensure that the implications and duties imposed by new Acts of Parliament, Statutory Instruments, HSEQ Guidance Notes and Codes of Practice are brought to the attention of the CMB and SLT



Person Specification

Responsibilities continued

- To develop external and internal relationships to collaborate and lead in health, safety and welfare to ensure that good communications exist between employer and employees including formal requirements with Prospect trade union representatives
- To manage the HSEQ team over the full range of their duties and responsibilities, with respect to inspections, audits, report recommendations, changes in legislation and advice obtained from other sources
- To ensure appropriate communication and involvement of distributing and communicating health, safety and quality information obtained for the HSEQ, Safety organisations and Trade associations regarding new techniques of accident prevention, new legislation requirements and codes of practice etc
- To monitor that the Cefas Management Teams are meeting HSEQ KPI's and objectives and provide prompt information to relevant Directors/Managers to support improvement where required and/or where deviations occur



The Recruitment Process

To apply, please complete the advertised CS Jobs application form. Within your application form you will be asked to detail how you meet each of the Behaviours listed and to provide a CV.

You should provide evidence and proven examples in your application against each of the selection criteria.

All applicants will have their applications sifted by a panel who will look at the Behaviour evidence and the CV provided.

Cefas is committed to 'name blind' sifting. That means that identifying characteristics such as your name, gender, age, address are removed from your application until after shortlisting for the interview has taken place.

Should a large number of applications be received, an initial sift may be conducted using the Lead Behaviour

– Changing and Improving. Candidates who pass the initial sift will be progressed to a full sift.

Shortlisting for interview is made on the basis of merit. The selection panel will assess the evidence presented and the highest rated applicants will be invited to interview.

Candidates successful at this stage will be invited to interview where Behaviour and Experience elements will be tested. Candidates may be required to do a presentation at Interview.

Further details will be provided to shortlisted candidates in advance of the interviews if this is the case.

Please note that face-to-face interviews are not feasible at this time.

Other matters

Disability Confident Scheme for Disabled Persons

The Civil Service embraces diversity and promotes equal opportunities. As such, we run a Disability Confident Scheme (DCS) for candidates with disabilities who meet the minimum selection criteria. You should indicate this on your application form if you would like to be considered under this scheme.

Equal Opportunities

Cefas is committed to being an organisation in which fairness and equality of opportunity is central to the approach in business and working relationships and where the organisational culture reflects and supports these values. In Cefas you have the right to a working environment free from discrimination, harassment, bullying and victimisation regardless of race, ethnic or national origin, age, religion, sex, gender identity, marital status, disability, sexual orientation, working hours, trade union membership or trade union activity.

Civil Service Commission's Recruitment Principles

Selection for appointment to the Civil Service is on merit, on the basis of fair and open competition, as outlined in the Civil Service Commission's Recruitment Principles. The Civil Service Commission has two primary functions:

Providing assurance that selection for appointment to the Civil Service is on merit on the basis of fair and open competition.

Hearing and determining appeals made by Civil Servants under the Civil Service Code which sets out the Civil Service values – Honesty, Integrity, Impartiality and Objectivity.

More detailed information can be found at the Civil Service Commission website

<http://civilservicecommission.independent.gov.uk/>.



Contact details

If you would like an informal chat about this role before applying, please contact:

Karin Rundle (HR Director)

karin.rundle@cefas.co.uk

or Steve Millward (Operations Director)

steve.millward@cefas.co.uk

