



Project Lead: Health & Safety (Fixed-Term)

Specification

Ballet and Opera capture the deepest human emotions: we want to share these unique art forms and their power to thrill, move and excite with as many people as possible.

Our home is in the heart of London's bustling Covent Garden but our work is experienced across the UK and globally, with more than 1.5 million people attending over 500 performances in a theatre or cinema each year, and many millions more enjoying our work on radio, TV and online. Our Learning and Participation programme opens opportunities to 25,000 people each year, reaches many more through digital insights and resources, and connects families, schools and communities with affordable performances.

The operation of the Royal Opera House is complex and demanding given its scale, the repertory model and the multi-disciplinary nature of our production processes. As well as our Covent Garden home, we run a production workshop and costume centre in Thurrock and a large store in Aberdare, Wales.

Following an audit of our health and safety systems, we now wish to implement a strategic, cross-organisation management plan to ensure we have a comprehensive and consistent approach to delivering our work. We are therefore seeking an experienced individual or consultancy approach to lead the development and adoption of a H&S Management system over the next 18-24 months.

Role Specification

1. H&S Management Plan

- Design and implement a risk-based organization-wide health and safety management system and plan.
- Work with the Executive team develop the corporate H&S plan.
- Work with all teams to audit and analyse current H&S arrangements and generic and specialist work in order to: -
 - Support the development of departmental H&S work plans to feed into the overall corporate H&S plan
 - Review and further develop safety documentation to support the H&S management system
 - Establish an accountability framework
 - Develop and establish an accountability structure and map to the plan

- Working with HR and relevant staff, develop a training matrix mapped to job descriptions
- Establish audit of monitoring and measurement tools.
- Work with the teams who manage ROH's main contractors (covering engineering & maintenance, cleaning, security and catering) to ensure due diligence in approach and execution of their H&S responsibilities; establish regular review processes and reporting; review and further develop the control of contractors arrangements; establish an approved contractor scheme.
- Establish appropriate organizational forums to champion, communicate, develop and monitor continual improvement in H&S performance.
- Audit the ROH's implementation of CDM legislation as a cross-organisational exercise ensuring roles and responsibilities are clear, documented and enacted.
- Report progress to the Executive team on a monthly basis and to the Audit & Risk Committee of the ROH Board twice a year.
- Deliver a 2-year continuous improvement plan at the end of the assignment.

2. H&S Operational Management

- Provide leadership of the Health & Safety team and any specialist external advisors as required.
- Ensure cohesion and consistency between the development of the H&S management system and plan and operational H&S. Build-up the monitoring, measuring and KPI framework as elements of the plan are adopted and embedded.
- Support and advise the Director of Operations, CEO and Board on H&S matters and report to the relevant board sub-committees.
- Liaise with HR team to ensure inform clearer H&S responsibility tracking in job roles, developing training programmes and in any recruitment as appropriate.

3. Other

- Contribute to the development of Renewal Programme plans to ensure we design for best H&S practice and management. (Renewal is a 10-15-year programme of upgrade and improvements to the ROH estate, infrastructure and technical equipment).
- Other high-level input into operational improvement strategies.

Person Specification

- Significant operational experience in a leadership role of a complex business either in this sector, or manufacturing, logistics or similar multi-disciplinary environment and/or significant experience in an operational consultancy or inspection role covering health and safety.
- Understanding of H&S law and guidance, ideally as it relates to the theatre industry.
- An in-depth understanding of estate management from a H&S perspective with experience of working through contractors to ensure safe systems and working practices.
- Experience at a senior level of leadership in H&S coupled with appropriate H&S qualification and practical experience of developing their systems and management plans.

- Change management credentials; ability to engage with a wide range of stakeholders, drive change and establish a culture of continual audit and improvement; experience of building and sustaining effective relationships; experience of a unionised environment.
- A confident and effective communicator and champion in Health and Safety.

Process

We are inviting individuals and consultancies to submit a proposal (by 22nd November 2019) to carry out the above role over a 18-24-month period setting out: -

- Description of approach.
- If on a consultancy basis, details of personnel to be involved and their qualifications/previous experience in this work.
- Timetable for commencement and likely pattern of days.

November 2019