

# Corporate Health, Safety and Security Lead

## Role profile

<b>Location</b>	Any Christian Aid country location	<b>Department</b>	International
<b>Reports to (<i>Job Title</i>)</b>	Director of International Programmes	<b>Salary Band</b>	B high
<b>Matrix manager (if applicable)</b>	N/A	<b>Competency level</b>	4

### Role definition

#### Role purpose

Under the direction of the International Director, the Corporate Health, Safety and Security Lead role is central to the achievement of Christian Aid's health, safety and security objectives, working to enable operations and create a safer working environment for all staff, partners and volunteers. To manage, strategically develop and continually improve Christian Aid's corporate health, safety, security and crisis management systems. In doing so, focus on developing capacities in all Christian Aid's locations for anticipating, preventing, countering, and as necessary responding to health, safety and security threats globally. In addition, the post plays the key and leading role in reviewing, managing, coordinating and embedding the Corporate Security Policy and procedures; as well as coordinating the health and safety standards for Christian Aid staff, consultants and supporters deployed globally. The Corporate Health, Safety & Security Manager will manage Christian Aid health, safety and security risks and duty of care to enable Christian Aid to work in some of the most insecure areas of the world safe in the knowledge that all has been done to protect Christian Aid staff and Christian Aid against identifiable or emergent health, safety and security issues.

#### Key outcomes

- Christian Aid is well represented within the health, safety and security environments and relationships are developed and managed with UN, Inter-agency networks UK Government, local governments and other external health, safety and security networks in UK, and in all our locations.
- Christian Aid's corporate responsibility for staff duty of care while travelling and working overseas is effectively managed including the development, implementation and management of the security policy, the health and safety policy and other related policies or procedures. Christian Aid's staff security and emergency first aid training courses tailored to the local context; are cost effective and implemented effectively.
- Christian Aid office health, safety and security protocols are in place and implemented, emergency contingency plans in place, and lessons from incidents recorded and lessons acted upon.
- Crisis management procedures are in place at the UK office and all country offices and crisis management team members across the organisation are familiar with their specific roles and responsibilities.



- Effective risk management processes and procedures enable increased humanitarian and programmatic access in the most difficult parts of the world.
- A well-developed safety and security culture is maintained by staff across the organisation globally through proactive safety and security management
- Christian Aid is seen as a leader in NGO safety and security within ACT and the broader NGO community.
- Health, Safety and Security capacity support accorded to Christian Aid's partners operating in conflict environment

#### Role agility

**Expected national travel per annum**

Occasional travel

**On call/unsocial hours** Yes

**Expected international travel per annum**

Over 75 days

**Surge capacity for emergency responses** Yes - could be required to travel for more than 75 days p.a. and for a period of up to 3 months but for no more than 6 months p.a. with no less than one month's interval between postings unless in extreme circumstances.

#### Role context

The role has corporate responsibility for ensuring the review, development and implementation of the Christian Aid health, safety and security plans for the workplace including working from home, according to regulatory standards or guidelines as required; managing the health, safety and security of Christian Aid staff travelling and working globally.

The role has overall responsibility for crisis management preparedness, and as Crisis Management Team coordinator; responsible for assimilating information, tasking resources and validating responses. The role is also responsible for approving country health, safety and security plans and thus has the responsibility for ensuring compliance with health, safety and security standards for Christian Aid's offices and programmes globally. Leads in ensuring that Christian Aid meets its corporate duty of care obligation to its staff and, as appropriate, partners.

#### Role requirements

##### Relationships

**External:** Works closely with ACT SSCP and the ACT Alliance Secretariat Network and communicate with ACT security focal points and relevant external stakeholders across the humanitarian and international development sectors including, UNDSS, ICVA, VOICE and donors and others. Share best practice and experience across the ACT Alliance maintaining relations with security service providers and consultants. Frequent contacts with UK and other Governments and the UN at all levels including very senior levels. Contact with relevant national and international security institutions in order to ensure up to date information on security issues across the globe. Acting as spokesperson in the media on security related issues

**Internal:** Responsible to the International Director for all aspects of Christian Aid's global security work, the role line manages the Global Security Advisor Working closely with colleagues across the whole of CA, providing technical expertise and ensuring risk is managed through building strong relationship using coaching and influencing skills providing sound advice to the Directorate on Christian Aid's global



health, safety and security policies and the appropriate responses. This role also facilitates the Christian Aid Corporate Health Safety & Security Committee.

### Decision making

Responsible for the management and development of Christian Aid health, safety and security policies and taking any necessary action to ensure staff safety. The role is responsible for signing off travel to all high-risk countries. Makes decisions relating to the approved budget. Makes decisions that may have long term impact on the security aspect of a One CA programme. Being able to effectively manage from a distance as well as be able to influence decisions of colleagues at a range of seniority levels.

The post holder will be the Corporate Focal Point for all security-related issues, making recommendations to the Directorate on Christian Aid's global security policy and responses to individual security emergencies world-wide and leading Christian Aid's responses to the changing global security environment. The role will coordinate health and safety issues globally for Christian Aid and be accountable to the Health and Safety Strategic Committee. The role will lead or support the formulation of Christian Aid advocacy positions on issues that relate to the global security environment, international development sector, workplace safety, emergencies and humanitarian issues and promote the knowledge and usage of the ICRC Code of Conduct and International Humanitarian Law in keeping with the concept of neutrality in aid with a view to enhancing staff security in the field. The post holder will have the final decision on security related issues including travel on Christian Aid business by staff, volunteers and supporters.

**Budgetary/savings responsibility** Decision making for security team budget

### Analytical skills

The post holder is responsible to lead on staff and organisational health, safety and security globally and is expected to work with initiative and innovation, using own judgement to recommend and implement actions necessary to meet the challenges faced.

The post holder is also responsible for assessing and analysing key health, safety and security issues and coordinating the formulation of actions to respond to them. Analyse and exercise judgement in challenging situations in the absence of specific guidance and apply excellent safety and security analysis with good investigative skills.

### Developing self and others

Provide health, safety and security management coaching and mentorship to country leadership, country security focal points and other key internal contacts · Responsible for developing Christian Aid's health, safety and security training programme · Facilitate security training in different countries and cultural settings · Responsible for training and coaching of UK office and other country offices crisis management teams · Ensures organisation protocols are understood and consistently followed by staff ·

Leads and supports team members and provides direction in the event of a crisis. · Takes time to learn from experience and feedback and apply the learning in new situations. · Enables others to carry out their roles and responsibilities · Inspires others by clearly articulating and demonstrating the values, core purpose and principles that underpin safety and security work ·

Demonstrates understanding of skills and how they complement those of others to build team effectiveness · Seek and reflect on feedback to improve performance. · Ensuring gender and safeguarding in security are incorporated into all health, safety and security protocols

**Number of Direct reports** 1 (matrix management of Health and Safety Advisor)

**Overall people management responsibility** 0



### Role related checks

**DBS Clearance** [Enhanced](#)     **Counter terrorism screening** Required

**Police clearance screening** Required

### Person specification

#### Applied skills/knowledge and expertise

##### Essential

- International security or relevant intelligence, military, police, paramilitary training.
- Educated to degree or equivalent professional qualification.
- Significant senior security experience, preferably with UN or INGO.
- Broad network across security, humanitarian and development related sub-sectors
- Significant international experience in several different countries of which a significant proportion should be in a management capacity
- Experience in emergency security action, situation handling, investigation and robust risk assessment
- Experience managing health emergencies
- Experience of UK Health and Safety legislation
- Experience of developing, presenting and facilitating training workshops.
- A good understanding of emergency and development issues
- Experience of carrying out rapid security assessment following a humanitarian emergency
- Experience in influencing, researching and drafting security related policy
- Sound communication skills, both oral and written, ensuring information can be made accessible to a global staff base

##### Desirable

- Working with national partner NGO's in programme locations and experience of preparation of assessment reports, project proposals including budgets and general report writing
- Experience with working with interagency security forums
- Health and safety qualification such as NEBOSH or IOSH

#### Digital/IT competencies required

<b>Word, Excel, PowerPoint</b>	<a href="#">Intermediate</a>	<b>Web content design &amp; development</b>	<a href="#">Basic</a>
<b>Internet based collaboration tools and video calling</b>	<a href="#">Basic</a>	<b>Social Media</b>	<a href="#">Basic</a>
<b>Data Visualisation</b>	<a href="#">Intermediate</a>		

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