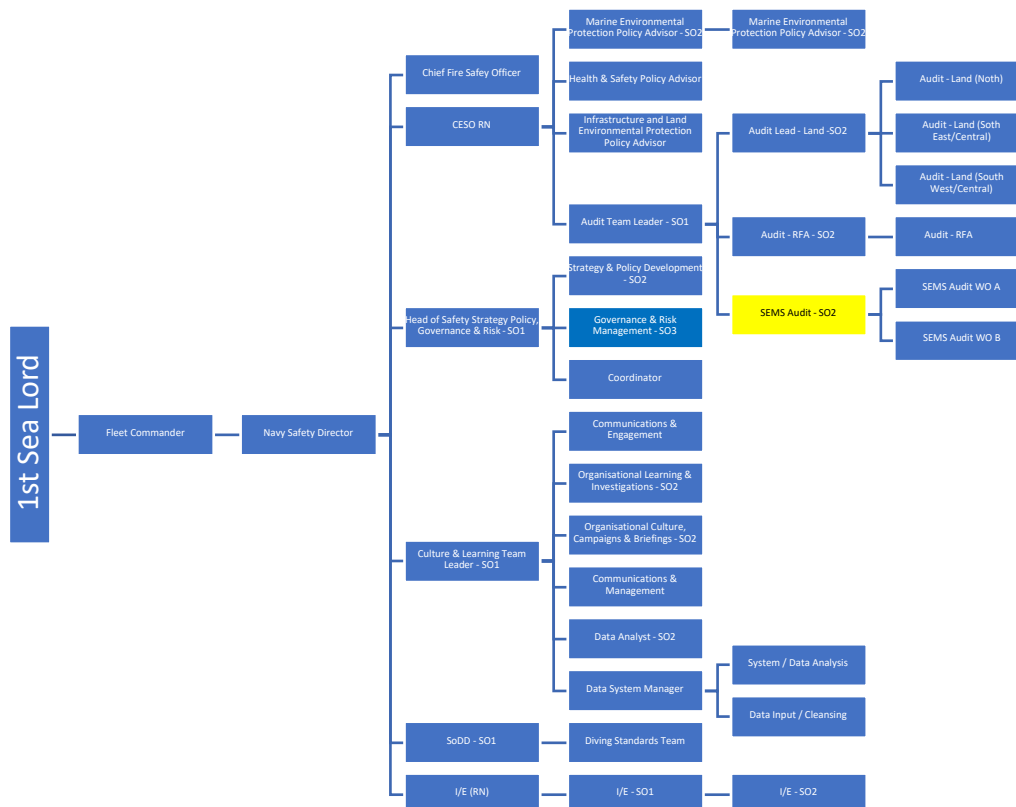


TERMS OF REFERENCE	
PART A – POST DETAILS	
Post Title	CESO(RN) SEMS Audit Staff Officer (SEMS Audit SO2)
Rank	Lt Cdr RN
Location	NCHQ, HMS EXCELLENT
HRMS Position Number / JPA PID	AUDIT LEAD SSAM 2111433
HRMS Job Family/Job Code (Civil Service only)	NA
Function (eg Finance, HR)	Health, Safety and Environmental Management
Line Manager Name/Grade – 1 RO	Mrs T Vogel Grad IOSH, Band C1, SO1 Audit
Day-to-day Supervisor (if different)	
Countersigning Officer Name/Grade – 2RO	Mr A Bayne CMIOSH, Band B2, CESO(RN)
Working Pattern (FT/PT/Alternative)/hours	FT
Security Clearance Required	SC

PART B – ORGANIZATION & BACKGROUND
<p>Details of Organization/Business Directorate</p> <p>CESO(RN) is appointed in compliance with DSA01.1 Chap 3 Para 9:</p> <p>Chief Environment and Safety Officers An employer is required by the Management of Health and Safety at Work Regulations 1999 to appoint a competent person or persons to assist him in undertaking the measures required to comply with statutory requirements. For Defence, TLBHs/CEs are to appoint a Chief Environment and Safety Officer (CESO) as a competent person, who is required to provide advice on and assurance of compliance with HS&EP statutory requirements. CESOs will also provide guidance, liaising with both statutory and Defence Regulators, on compliance with statutory and Defence Regulations.</p> <p>CESO(RN) is located within the Navy Safety Centre, which reports directly to the Fleet Commander.</p>
<p>Job Purpose – background and context</p> <ol style="list-style-type: none"> This position is defined as Safety Enabling in accordance with BRd10 Article 0302.j.(2). The SEMS Audit SO2 is to manage and lead a team of SEMS Audit WOs to provide independent to chain of command advice and assurance (2PA) of HS&EP System Management of Accountable Persons and Organizations on behalf of the Senior Duty Holder via CESO(RN). To be a CESO(RN)'s Subject Matter Expert (SME) for advice & guidance on policy for HS&EP matters, in particular as it affects RN Warships and Submarines (W&SM), in order that they comply with UK, and where required host nation, legislative and MOD policy requirements.

- d. To assist with other assurance activities as directed by the Audit SO1.
- e. The SEMS Audit SO2 will represent CESO(RN) at Committees and Working Groups as required.
- f. The SEMS Audit SO2 is authorised to:
 - Liaise at the appropriate level with other Navy Command Staff Officers, MOD SMEs, W&SM, MOD Authorities and civilian authorities (eg MCA, HSE, EA, MAIB) as required on matters associated with the post;
 - Sign correspondence and release appropriate guidance, including NSC safety notices, within their purpose;
 - Within the scope of these TORS, make appropriate decisions in support of NC outputs and wider MOD objectives.
- g. The SEMS Audit SO2 is accountable to CESO(RN) through the Audit SO1 as their line manager.
- h. Act as Line manager and Divisional Officer of the SEMS Audit Warrant Officers.
- i. These duties are normally conducted within the UK but International Travel and entry into Operational Theatres may be required.
- j. **Dual Appointment.** As activated, to support HQ SJC (UK) as the SO1 CESO lead for all environment and safety issues during the Military Aid to Civil Authorities Operations.

Organization Chart



PART C – RESPONSIBILITIES	
Specific responsibilities List specific responsibilities including any line management and budgetary responsibilities, noting the percentage of time spent on each.	
Responsibility	Percentage
CESO(RN) HS&EP 2PA of Accountable Persons: <ul style="list-style-type: none"> • Act as assurance authority and to produce and maintain a SEMS Assurance Programme for the Subordinate Accountable Persons and Organizations allocated. • Manage, arrange and conduct HS&EP System Management assurance in accordance with the NC SEMS BRd 10. This is to include assurance advisory and scoping meetings as appropriate. • Monitor the close-out of Non-Conformance Reports raised during the assurance process. • Maintain records of HS&EP assurance for inspection by recognised internal MOD Authorities and/or external Enforcing Authorities, as required. • Assist on other assurance as requested by the Audit SO1. 	55%
Specific to HS&EP provide advice to Accountable Persons: <ul style="list-style-type: none"> • Undertake advisory visits of Organizations/Units/ Maritime Platforms where reasonably requested or desired, to affect the most appropriate outcome. • Provide advice and guidance, including the issuing of safety notices, on the implementation of those aspects of current legislation and MOD policy and instructions associated with SEMS management and compliance. • Assist with the formulation and coordination of policy for HS&EP matters. 	15%
General HS&EP, Line Management and other administrative tasks: <ul style="list-style-type: none"> • Advise on amendments to Navy Command documentation to enable approved procedures such as the HASAWA, EPA, and subsequent Regulations to be adopted into the regular management procedures of HS&EP. • Participate in accident investigations as directed by the Audit SO1 and to provide advice and guidance on accident investigation to other groups/elements across the Navy Command as required. • Maintain awareness of existing and future UK and other international legislation, Regulations, Codes of Practice, Protocols and Agreements. • Undertake HQ duties as requested by the Audit SO1. 	10%
As directed represent CESO(RN) at HS&EP Steering and Working Groups and advise 1* Organizations on the formulation of HS&EP policy as it effects their specific areas.	10%
Briefing personnel at specialist courses and liaison forums.	10%

PART D – SUCCESS PROFILES / SKILLS & KNOWLEDGE PROFILES

The SEMS Audit SO2 must possess the following competencies:

- It is essential that the SEMS Audit SO2 should complete an MSc in Occupational Safety, Health and Environmental Management as Pre-Joining Training (PJT). If the individual has an existing Level 6 qualification in Occupational Safety or Environmental Protection eg NEBOSH Health & Safety or Environmental Diploma, they are not required to undertake the MSc and will work towards Chartered Membership of a Safety or Environmental Institute;
- Member of professional Occupational Health and Safety Institute;
- ISO 45001 Lead Auditor Course;
- ISO 45001 Requirements and Implementation Course;
- ISO 14001 Requirements and Implementation Course;
- Lead Accident Investigation Course;
- Defence Contribution to Resilience (Dual Appt as HS&EPO to SJC(UK));
- Mandatory Training including NCT/CMS;
- CPD for Institute(s) as appropriate.

In addition, the post holder may require the following specific competencies in order to meet their lead SME role:

- Noise Assessor;
- Management of Occupational Exposure to Hand Arm Vibration;
- Working at Height;
- Authorised Person (Confined Space);
- Manual Handling Instructor;
- Maritime Human Factors Facilitator Course (pre-NEBOSH Diploma);
- TRiM Practitioner;
- DSEAR Awareness;
- System Safety Certificate (including SEMT);
- Environmental System Certificate (including MEMT);
- As identified, HS&EP courses appropriate to specialist tasking.

Behaviours:

- Seeing the big picture;
- Changing and improving;
- Making effective decisions;
- Leading and Communicating;
- Managing a quality service;
- Delivering at pace.

Experience:

- The SEMS Audit SO2 is to be an experienced Lt Cdr who has successfully completed a Sea Charge Appointment on an FF/DD/SM or larger.
- Understanding and application of HS&EP Management within a maritime (warships and submarines) environment as a Head of Department.
- Understanding and application of UK HS&EP law.
- Understanding and application of MOD HS&EP policy.

PART E – LEARNING & DEVELOPMENT
<p>Membership of a relevant professional body, maintaining CPD and IPD as required.</p> <p>Ensure that the principles of Learning and Developing Opportunities are embodied in the working practices of the SEMS Audit Team, paying particular attention to the provision of suitable training. This is to include induction and mandatory training, agreeing and setting individual targets, conducting staff appraisals and obtaining feedback on the value of all training undertaken by staff.</p>

PART F – SIGNATURE	
Post holder:	
Name	Lt Cdr R G Woodbridge BEng(Hons) MSc Grad IOSH CEng CMarEng MIMarEST RN
Signature	Signed electronically.
Line Manager:	
Name	Mrs T Vogel Grad IOSH
Signature	Signed electronically.
Date agreed:	19 December 2022
Date for review:	19 December 2023