

Job Vacancy

Health and Safety Manager

Department: Technical

Salary Range: £36,915 - £41,016 per annum

Application submissions will be reviewed and shortlisted on receipt. Shortlisted applicants will be invited to interview on an ongoing basis until the position is filled by the successful candidate.

Permanent

Welsh National Opera is an Equal Opportunities Employer and a Registered Charity. We encourage people from any background to apply for vacancies. We are committed to creating a workforce which is representative of society and brings together people with a variety of skills and experiences to help shape what we do and how we work. We are particularly keen to hear from Black, Asian and Minority Ethnic (BAME) and disabled candidates.

All candidates must complete an application form. Forms can be downloaded at <https://wno.org.uk/about/work-forus> and submitted electronically to recruitment@wno.org.uk

Our Mission

Our mission is to bring the power, drama and raw emotion of opera to as wide an audience as possible in performances, marked by an uncompromising quest for artistic quality.

As a national company with international status, we sit at the heart of music-making in Wales and play a valuable role in the communities we serve in England. We work with our partners to discover and nurture young operatic talent, and provide the springboard for international careers.

Touring is our lifeblood and we strive to present the highest quality work across our artistic programme, entertaining and inspiring audiences at our operas and concerts and providing transformative experiences through our youth and community work.

Building on our 70-year history and our roots in the communities of South Wales, we aim to demonstrate to future generations that opera is a rewarding, relevant and universal art form.

More than any other company, WNO opens up the world of opera to everyone.

Our Vision

We believe in the power of opera to transform lives.

Our Values are:

- Expert** our people have the talent, knowledge and skills to deliver at every level with the highest quality standards
- Collaborative** our work is created by people coming together and working in partnership to successfully achieve common goals
- Smart** we are agile and open-minded, identifying new opportunities and using our resources wisely to maximise our potential
- Innovative** we are unafraid to challenge ourselves creatively and professionally and actively encourage new ideas
- Inclusive** we embrace a diverse workplace culture where people are valued. We respect and recognise each other's differences in an environment where all can thrive

Our Goals

Goal 1: Artistic

Open up opera through presentation, content, innovation and accessibility

Goal 2: Income

Unlock our creative and artistic capital to grow our income streams

Goal 3: Audience

Grow and diversify our audiences by creating a buzz, increasing engagement and becoming unmissable

Goal 4: Relevance

Increase our relevance and inspire ownership throughout Wales, England and internationally

The energy which drives the Company today is rooted in its formation in the 1940s. In 1943, WNO was founded by a group of people from across South Wales including miners, teachers and doctors. They wanted to forge an opera Company befitting Wales's rich reputation as the 'land of song'. The first rehearsals took place above a garage in Cardiff and their first performance was in April 1946 with the

double bill of *Cavalleria rusticana* and *Pagliacci*. From those early days through to today, WNO has attracted some of the world's best opera singers, and indeed offers many young singers their first steps to international renown.

Following his position as General Director of Seattle Opera since 2014, Aidan Lang joined WNO to lead the Company as General Manager in July 2019.

Welsh National Opera has been led from the pit by a series of great Music Directors and has worked with many of the art form's most influential directors; traditions which continue to this day. Our current Music Director Tomáš Hanus joined WNO in August 2016. At its heart sit the Company's two full-time ensembles, the 40 strong Chorus and 55 strong Orchestra. The Company's funding structure is unique amongst large-scale arts organisations in the UK as it receives its core funding from both the Arts Council of Wales and Arts Council England.

The Company performs at its home base – the state-of-the-art Wales Millennium Centre, Cardiff and tours in Wales and England performing to over 100,000 people each year. Today WNO is an ensemble of passionate and committed musicians, artists, craftspeople, technicians and administrators. It employs over 230 people and has a turnover of £18m.

About Cardiff – The Home of Welsh National Opera

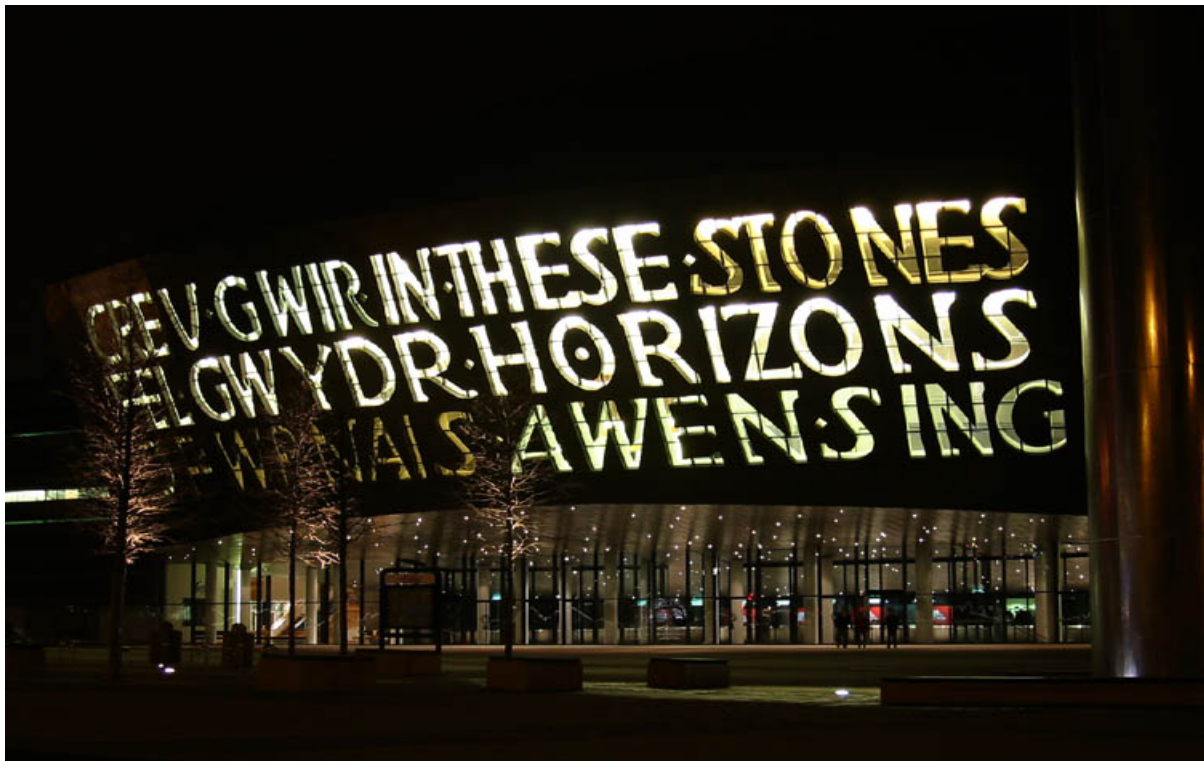
Cardiff is a city proud of its culture, history and language. The capital of Wales since 1955, Cardiff has embraced the role with vigour, emerging in the new millennium as one of Britain's leading urban centres.

Cardiff is a compact city; an ancient castle to the north of its centre; a thriving waterfront at Cardiff Bay to its south; Cardiff combines ancient history, sporting excitement, ultra-modern development, eclectic culture and activities. Cardiff is a friendly, diverse and exciting capital city, just 2 hours by train from London.

Cardiff offers a startling range of unique attractions, top class entertainment and quality shopping with a difference and is easy to explore on foot with attractions such as the National Museum Cardiff, spectacular Cardiff Castle and the impressive Principality Stadium, all within the City Centre, while Cardiff Bay is a short hop away.

Cardiff is also a thriving hub for the arts and media in Wales and internationally and a flourishing film and TV industry. Many mainstream television programmes such as *Torchwood*, *Merlin*, *Gavin and Stacey*, *Casualty*, *Sherlock*, *Upstairs Downstairs*, *The Hollow Crown* Shakespeare series of plays and *Pobl y Cwm* are all being produced by BBC Wales and S4C, with *Doctor Who* attracting fans from across the globe. Cardiff also hosts many musical events including the prestigious *Cardiff Singer of the World* annual competition which draws a huge international audience of fans to the city as well as many arts and media students who chose to study at the Royal Welsh College of Music & Drama, Cardiff School of Journalism, Media and Cultural Studies is based at Cardiff University, a member of the prestigious Russell Group of leading universities and the Cardiff School of Creative and Cultural Industries at the University of South Wales.

Along with the innovative architecture of Cardiff City Centre with its historic buildings, Cardiff Bay offers a great mix of dining, shopping, activities, waterside views, arts and entertainment for everyone. At its heart is Wales Millennium Centre, the home of Welsh National Opera.



Job Description

Role: Health and Safety Manager

Responsible to: Technical Director

Main purpose of role:

The post holder will work as Health and Safety professional for the company.

Scope and Dimension

The post holder, working as advisor to the WNO group of operations (including CTS) and will supervise, monitor and improve the company's Health and Safety systems and culture by taking a pro-active approach. They will take the lead in formulating a forward going strategy in improving the Health and Safety culture in the company and support managers in the fulfilment of their duties.

Key accountabilities:

- Act as the principle point of contact across all WNO sites for any Health and Safety issues
- Maintain a robust Health and Safety Management System through the development, implementation, monitoring and reviewing of policies, procedures, processes, safe working practices and risk assessment.
- Advise and support senior management on organisational risk management in respect to health, safety and well-being across the company.
- Monitor and review the implementation and effectiveness of the Health and Safety Management System
- Promote awareness of Health and Safety and Wellbeing throughout the company
- To advise, revise, review and implement strategy with regard to business critical safety risks across the Company
- Undertake regular visits to touring venues (UK / international) as and when required to ensure H&S policies are being adhered to, and where necessary take remedial action or ensure that action is carried out
- Ability to work co-operatively with others to complete tasks and implement processes
- Develop and maintain effective working relationships with directors, managers, colleagues, occupational health and other stakeholders that ensure high standards of health and safety compliance are maintained.
- Control the documentation of H&S
- Liaise with external H & S consultants where appropriate and act as practical advisor
- Liaise with the Enforcing Authorities, where appropriate
- Liaise with the HR department in areas of Occupational Health
- Initiate and monitor Health Surveillance
- Ensure full and accurate health and safety and training records are maintained
- Monitor the effectiveness of individuals allocated with specific health and safety duties
- Monitor and assess the overall health and safety performance
- Ensure that an audit is undertaken at appropriate intervals and data is analysed and returned with recommendations to the appropriate managers
- Ensure current legislation is communicated effectively and breaches reported
- Bring to the prompt attention of the Board any health and safety issue that requires their attention and participate in such groups as necessary
- Act as primary accident investigator where necessary and assist with the accident recording, analysis and reporting process

- Plan and deliver in house training, including Tool Box talks
- Plan and deliver a companywide training structure for H&S, based on a TNA
- Budget for H&S expenditure, inclusive of training
- Undertake specific projects as directed by the Technical Director
- Carry out work for external clients as advised by line manager
- Share responsibility for Well-Being in collaboration with the HR Department

Health & Safety

The post carries responsibility for Health & Safety issues at Level 6 (see attached).

Health and Safety Manager

Person Specification

Essential skills, knowledge and experience:

- Hold a recognised health and safety qualification i.e. NEBOSH Diploma, NVQ Level 6 or equivalent
- Graduate Membership of IOSH
- Understand the application of the Health and Safety at Work Act 1974 and other legislation relevant to the business
- Relevant experience of managing H&S issues and extensive knowledge of current H&S legislation
- Experience of managing health and safety in a diverse environment
- Excellent written and verbal skills
- Proven track record of influencing a positive safety culture
- Industry specific experience
- Strong IT skills – Microsoft Office
- Strong communicator on all levels
- Excellent written and verbal skills
- Flexible approach to hours needed
- Ability to demonstrate a positive problem solving approach to Health and Safety Management using self-initiative
- Good interpersonal and persuasive skills

Desirable skills, knowledge and experience:

- Fluency in Welsh – however if the successful applicant is not a Welsh speaker they should be able to demonstrate empathy to the language and culture as well as an understanding of working in a bilingual environment.
- Previous experience in working for a large arts company
- Hold or be working towards Chartered Membership of IOSH
- Experience of empowering and mentoring others
- Ability to read technical drawings

Employee Benefits

Pension

All employees are automatically enrolled into WNO's Stakeholder Pension Scheme (the "Plan") or such other registered pension scheme as may be set up by the Company as a Qualifying Workplace Pension Scheme three months after joining the Company, subject to satisfying certain eligibility criteria.

Maternity/ Paternity/ Adoption

We offer a generous scheme which provides payments in addition to statutory provisions.

Corporate Leisure – Gym Membership

All employees are eligible to obtain the Active Corporate Card operated by Cardiff City Council which is available at a 25% reduced rate and covers various leisure facilities throughout Cardiff.

Discounts

The Wales Millennium Centre offers discounts to residents at selected outlets within the building and selected restaurants around Cardiff Bay on presentation of ID cards.

Staff Parking Discount with Q Park

We have a corporate rate with Q Park, Pierhead Street (opposite WMC).

Employee Assistant Programme

We provide a free confidential; counselling and advice service that is available family.to all our employees, freelancers and contractors.

Welsh lessons

We support staff who want to learn or improve their Welsh language skills, and we offer optional basic Welsh and improver lessons free of charge.

Main Terms and Conditions

- Salary £36,915 - £41,016 per annum payable monthly by credit transfer to bank.
- The offer of an appointment is subject to receipt of two references that are satisfactory to the company.
- The appointment is subject to a probationary period of six months.
- Termination of engagement during the probationary period is by one months' notice on either side. Termination thereafter is by three months' notice on either side.
- Normal office hours are 9.30 to 5.30, Monday to Friday, with a 1-hour lunch break, but it should be understood the job involves regular work outside these hours and therefore there is a need to be flexible in working outside normal office hours and at weekends.
- Holiday entitlement is 25 days per annum (pro rata during first year of employment).
- Sickness benefit during the probationary period is at the statutory minimum. Entitlement after completion of the probationary period (26 weeks qualifying period) is a maximum of 13 weeks at full salary and 13 weeks at half salary, inclusive of statutory sick pay in both cases.
- The Company offers a contributory pension scheme.

Health and Safety

Individual Responsibilities

All Employees

(Level 6)

Every employed person, including Managers.

Responsibilities

All employees are responsible for:-

The observance and implementation of rules and systems which are derived from the Health and Safety Policy and the arrangements for its implementation.

Taking reasonable care for their personal health and safety and that of fellow employees and others who may be affected either directly or indirectly by their acts or omissions at work.

Reporting promptly to the appropriate Manager potential or actual hazards and defects.

Taking part in any health and safety training considered by the Company to be necessary in order to comply with the Company Health and Safety Policy and current legislation.

Knowing the correct action to be taken in the event of an accident, fire or other emergency.

Co-operating with Management and other employees in meeting statutory requirements.

Not interfering with or misusing anything provided to protect their health, safety or welfare which is required by legislation and using any machinery, equipment, substance or safety device in accordance with any training and instruction.