

TEAM PROFILE – HEADS

WHO ARE WE?

We are a team of Heads whose technical expertise collectively covers all areas of the organisation. We report to the Directors.

WHAT IS OUR PURPOSE?

Our purpose is to have input into the strategic goals of Wessex Archaeology but our key focus, by working together, is to support the delivery of those goals.

We are each responsible for the wellbeing, safety, and sustainability of our teams, including finances, risk management, quality, staff development, and the legacy that we leave.

We each bring distinct technical expertise and have the agency to make decisions related to the areas within our remit. We take a collaborative approach to our work and ensure that interconnectivity is supported through clear and consistent communication within our specialist areas and across the Heads team. In doing so, we ensure that any decisions we make are considered within the context of the wider organisation.

As senior leaders, we apply our professional experience and share our knowledge generously. We lead by example and ensure that our vision, values, and culture are evident in everything that we do. We line manage different specialist areas across the organisation, providing operational oversight and support to deliver the strategy together. We listen to, develop, engage with, and challenge our staff and mentor them to further develop their careers.

We continuously develop our services and expertise by seeking feedback from our internal and external stakeholders, by keeping up to date with changing trends, professional standards, and legislation and by actively seeking more efficient and sustainable ways to contribute to achieving our strategic goals

HEAD OF OCCUPATIONAL HEALTH AND SAFETY

ROLE PURPOSE

This new role sits in the People Directorate and leads the operations of the OHS team, which manages employee health, safety and wellbeing. The Head of OHS is line managed by the People Director, who develops the directorate objectives and supports the strategic oversight of the Chief People Officer.

The Head of OHS ensures the team's work aligns with our 2035 Strategy and vision. The role develops a strong safety culture, shapes the safety team, maintains and improves health and safety policies, ensures legal compliance, manages risk, and supports a safe working environment.

Working with other Heads, the Head of OHS will build strong relationships with employees and managers and provide strategic input into Wessex Archaeology's goals by designing, implementing and overseeing health, safety and wellbeing strategies. They will provide professional, considered advice on safety-related issues, including policy and practice, risk management, training and incident management. They will also report on incident trends, root cause analysis and actions to avoid recurrence.

The Head is responsible for developing the structure of the team and will have line management responsibilities for leads within that structure.

KEY RESPONSIBILITIES

As the head of OHS your role is to lead and manage the team across all offices with a strong focus on people, culture, and inclusivity, you will foster a positive, inclusive, and productive work environment in line with your vision, values, and strategy.

Key areas of responsibility are detailed below.

Strategic Leadership and Decision Making

- **Strategic Input:** provide lead technical expert for H&S, translating knowledge, experience and need into the development and implementation of the organisation's strategic objectives, enabling operational excellence.
- **Agency and Accountability:** Use technical expertise to make authoritative decisions in a dynamic and complex environment with hands on approach and professional integrity, taking full responsibility for the outcomes.
- **Collaborative Approach:** Work closely with the Heads team to ensure interconnectivity across departments. Ensure all H&S decisions are considered within the context of the wider organisation through clear, persuasive, and transparent communication.
- **Horizon scanning and influencing:** maintain a future-focused, risk-based outlook to identify global risks and trends, working with strategic partners, clients and influencing bodies to prepare the organisation for emerging challenges and shape sector best practice.
- **Financial Management:** Oversee and manage the H&S budget using data-led KPIs to prove ROI on safety and wellbeing initiatives.

Technical Expertise and Operational Oversight

- **H&S Technical Expertise:** Provide authoritative guidance on all aspects of occupational health, safety, and environmental compliance, provide solutions for complex fieldwork and multi-site operations.
- **Compliance and Standards:** Continuously monitor and ensure compliance monitoring changing trends, client requirements, professional standards, and UK legislation. Proactively develop policies, procedures, and management systems.

- **Operational Support:** Provide line management and operational oversight to the organisation, ensuring H&S measures are embedded in daily operations and service delivery and that the OHS team is equipped to perform at their peak.
- **Quality and Sustainability:** Drive initiatives to continuously develop H&S services. Champion sustainable practices and digital efficiencies that modernise our safety delivery.

Culture, Wellbeing, and Staff Development

- **Lead by Example:** Embody the organisation's vision, values, and culture, ensuring leadership in H&S is visible and inspiring.
- **Wellbeing and Safety:** Champion the safety and wellbeing of staff members, sub-contractors, visitors, and members of the public.
- **Mentorship and Development:** Listen to, develop, engage with, and positively challenge staff. Actively mentor team members and line reports to further their careers and professional development within H&S and related fields.

Stakeholder Engagement and Legacy

- **Continuous Improvement:** Seek feedback from internal and external stakeholders (clients, regulators, employees) to drive continuous improvement in H&S performance.
- **Legacy Building:** Ensure all practices contribute positively to the organisation's legacy, focusing on ethical conduct, sustainability, and responsible risk management.

Occupational Health and Safety Management System (OHSMS)

- Engage with and lead the OHSMS framework, communicating the benefit to the organisation on its importance and its link to the strategic goals
- Understand and communicate the key requirements, concepts, and principles of ISO45001
- Engage with how the OHSMS supports organisational safety culture and its alignment to the UK legal framework and the HSE.

GOVERNANCE AND ACCOUNTABILITY

- Financial, operational and people management responsibility for the performance of the team.
- Responsible for setting targets, managing delivery and ensuring performance is monitored and understood.
- Expected to contribute to the collective leadership of the business and work collaboratively across functions.
- Responsible for developing the structure of the team to ensure it can deliver on the strategic priorities and project demands.
- Responsible for the wellbeing, safety and sustainability of the team, including finances, risk management, quality, staff development and ensuring the team follows professional standards.

BEHAVIOURAL ATTRIBUTES

- Be visible, accountable, and trustworthy
- Be agile in your leadership and management to respond and adapt to organisational priorities and strategic tactics
- Be optimistic and a positive influence, inspiring creativeness, and innovation in others
- Provide for the mentoring, coaching, and training of your team
- Provide encouragement, recognition, and reward when it is due
- To be assured and confident in your work and personal interactions, reflecting to the organisation and the outside world the vision and values of the organisation
- Be engaging and inspire collaboration
- Consistent messaging, positive behaviours, promotion of this in others.

REQUIRED QUALIFICATIONS AND EXPERIENCE

- Professional Certification: NEBOSH Diploma or equivalent Level 6 qualification in Occupational Health and Safety.
- Membership: Chartered Membership of the Institution of Occupational Safety and Health (CMIOSH) is highly desirable; working towards this is a minimum requirement.
- Skills & Experience:
- Significant experience as a senior H&S professional, ideally within a multi-site or project-based environment (e.g., archaeology, construction, field services, engineering).
- Proven experience in managing the requirements of H&S management systems (e.g., ISO 45001).
- Demonstrable experience in leadership, line management, and mentoring staff.
- Strong background in risk assessment, incident investigation, and regulatory compliance.

KEY COMPETENCIES

- Strategic Thinking: Ability to link H&S initiatives directly to business outcomes and long-term goals.
- Collaboration: Strong people skills with the ability to communicate effectively and influence stakeholders at all levels.
- Decisiveness: Agency to make tough decisions related to risk management and compliance.
- Technical Acumen: Deep, up-to-date knowledge of UK H&S legislation and best practices.
- Coaching & Mentoring: A passion for developing others and fostering a positive, safety-first culture.
- Communication - Experience of communication to multiple stakeholders including clients and regulators. Experience in working in multiple formats including verbal and written using Microsoft office suite tools, especially word and excel to a high standard.
- Data management: Able to interpret and analyse information and data derived from OHMS systems to build reports recommending improvements and managing risks.