

# PROFILE

## COMPANY INFORMATION

<b>Position Title (Working Title)</b>	<b>RSSS &amp; SIG Manager</b>
<b>Location</b>	<b>National</b>
<b>Full Company Name</b>	<b>British Safety Industry Federation</b>

## CONTACT DETAILS

<b>Name</b>	Alan Murray
<b>Title</b>	Chief Executive

## POSITION REPORTS TO

<b>Name</b>	Alan Murray
<b>Title</b>	Chief Executive

## WHY IS POSITION OPEN?

<b>Reason for hiring:</b>	Replacement of retiring manager
<p>The current BSIF General Manager is retiring at the end of calendar year 2018 and this presents an opportunity to realign resources with the evolving requirements of the Federation from the present into the future.</p> <p>A key output from the Federation's strategic review was the compelling need to support the Safety and Health market by enhancing the quality of products and the capability of the supply chain (members) and being able to demonstrate differentiation to end users and industry stakeholders. This will be achieved through several mechanisms but primarily through the effective working and promotion of the Registered Safety Supplier Scheme (RSSS). Currently the RSSS is managed across several active internal functions of BSIF along with the support of an externally contracted auditor. In order to make the RSSS more effective, BSIF have sought to strengthen the terms of the scheme enabling it to be demonstrably fit for purpose as the industry's quality assurance vehicle. The changes embedded in the scheme, also enables BSIF to embrace a wider range of members within it. While we believe that the terms of the Scheme are now appropriate, it is clear that a dedicated scheme manager is required to deliver it.</p> <p>The effective management of the RSSS is vital to the membership and the development of the Safety and Health Market in the UK.</p>	

## Overview of the role

The RSSS & SIG Manager role has 2 key core elements:

1. To manage the effective delivery of the RSSS and ensure that all members are correctly abiding by the scheme's terms and conditions
2. To manage BSIF's PPE Special Interest Groups (Listed as Head Protection Group, Eye and Face Protection Group, Hearing Protection Group – these 3 Groups meet jointly- Respiratory Protection Group, Protective Glove and Clothing Group, Safety Footwear Group) providing secretariat services and supporting their "chairs" in creating and delivering agreed agendas and objectives ensuring a vital, value adding work plan is both created and delivered.

1) The role will require the specific auditing and evidencing that responsibilities under the terms of the RSSS (laid out in RSSS Handbook V6.1 April 2018) are being discharged by members. These conditions include the following

- 4.1 Formal and binding declaration that all relevant products marketed will comply with necessary regulations and are true to claims
- 4.2 Having the capability to manage a product recall and take any corrective actions and maintaining a quality policy which includes the RSSS prescribed statement
- 4.3 The audit of one PPE product p.a. selected from a member offer to be tested to indicative clause(s) by an authorised test facility and the management of results of the testing to ensure that only compliant product remains on the market. (Process is described separately) Audit includes product documentation.
- 4.4 The audit of product outside of mainstream PPE not regulated by publicly available standards and the management of results of the testing to ensure that only compliant product remains on the market. (Process is described separately) Audit includes product documentation and the validity and in date authorisation necessary to claim approval of services offered such as the authorisation to service or calibrate specific equipment.
- 4.5 Audit that member is committed to educating customer facing staff
- 4.6 Audit of the correct use of Distributor and / or Importer checklists to validate claims that they are in compliance with MS expectations and the responsibilities of PPE Regulation EU 2016/425
- 4.7 Audit of the existence of liability insurance and any other regulatory requirements implied or laid out in RSSS Handbook V6.1 April 2018.

Maintaining relationships with suitable and proven sources on the open market of PPE for test purposes and with authorized test facilities capable of conducting the required tests

2) The role is required to manage BSIF's PPE Special Interest Groups requiring the following activities to be carried out

- The arranging and managing of the meetings of the BSIF SIGs
- Providing secretariat services and supporting their "chairs" in creating and delivering agreed agendas and objectives ensuring a vital, value adding work plan is both created and delivered
- Assisting 'chairs' in the control and efficient management of SIG meetings
- Ensuring that SIGs remain attractive to members
- Ensuring that output is delivered
- Ensuring that the SIG process maintains its momentum and continues to be a central function which adds value to membership and the safety and health market
- Ensuring that public standards committees are actively supported by BSIF members through the SIG portal
- Ensuring effective liaison with the National Standards Body for SIG nominees
- Ensuring an effective report structure by nominees to SIGs is sustained
- Developing and sustaining new SIGs as markets and membership demands

## **BACKGROUND**

### **Top 4 Skills needed to do the job**

1. Excellent communication and interpersonal skills, written and verbal and be able to demonstrate the ability to carry out effective efficient auditing. An eye for detail will be essential. It's vitally important that the candidate is used to following up their own actions and appreciates the need for maintaining excellent lines of communication at multiple levels within, third party organisations and at BSIF Board level.

2. Must have in depth knowledge of PPE and related safety products and the operation of the Safety and Health market in the UK and Europe including product standards and PPE regulations
3. Must have the ability to relate to, organize and manage effectively the wide range of individuals who participate in the BSIF and the BSIF RSSS and SIGs
4. High Levels of Emotional Intelligence and motivation to share in the mission and the evangelical mindset of BSIF
<b>Years of experience needed?</b>
1. Experience >10 years within the Health and Safety Industry or related relevant B2B industries or Membership organizations.

## DESIRED PERSONALITY

<b>What type of behavioral and cultural characteristics required</b>
<ul style="list-style-type: none"> <li>• Professional, Ethical and Credible.</li> <li>• Detail orientated</li> <li>• Confident decision maker.</li> <li>• Committed team player.</li> <li>• Self-starter-comfortable working without constant supervision.</li> <li>• Searches for new solutions and not constrained by past experience.</li> <li>• Challenging but fair and consistent.</li> <li>• Already enjoying a healthy work/life balance.</li> </ul> <p>Results orientated, tenacious, competitive, open minded combined with high levels of professional empathy and excellent listening skills. They must be dedicated to the journey of success that BSIF is on and be clear that the BSIF is and represents a force for good on behalf of its members and UK Occupational Safety &amp; Health.</p>

## DUTIES AND RESPONSIBILITIES

<b>What will this person need to accomplish in the first 3/6/9 /12 months?</b>
TBC
<b>What is the most difficult challenge this person will face?</b>
TBC
<b>Will this person work alone or as part of a team?</b>
Part of a small team consisting of.....CEO – Marketing Manager – Member Services Manager– Accounts Controller and ad hoc members of the Board of BSIF
<b>How will this candidate be trained?</b>
Induction & Exposure & direct instruction in the structure and management of the BSIF programmes. The opportunity to shadow for a 3 month period subject to appointment

### Objectives Overview

What we seek is a professional who can deliver the objectives of the RSSS and the management of the SIGs through a natural, supportive relationship which can be strong and directional when required in dealings with members.

## INTERVIEW PROCESS

<b>Who will conduct interview?</b>	<b>Title</b>
Alan Murray John Gill	Chief Executive Chairman
<b>Who else will attend the interviews?</b>	
	N/A

**COMPANY SELLING POINTS**

<b>What is their standing in the industry?</b>
Unique as the Trade Body for the industry The Federation is well regarded within the institutions and the safety & health community – HSE – HSL – EA – TS – BEIS – IOSH – BOHS – IIRSM etc etc
<b>What are the 4 most important things the BSIF has to attract qualified candidates?</b>
Wide canvass – landscape Working for the greater good – within the industry of Occupational Health
The BSIF Team are dedicated to delivering the Federation Strategy and passionate about change and improvement for the good of the member companies and the UK workforce
A fulfilling sense of purpose within a small but dynamic team
Opportunity for a professional to participate in the creation of a movement over time and a really meaningful task. This will culminate in a first class effective trade body central to Occupational Health and the businesses of the BSIF membership