

Recruitment Pack

KA Leisure

Health, Safety
& Risk Manager



Welcome from Malcolm McPhail



Thank you for your interest in applying to join KA Leisure. This is a really exciting time for our organisation.

That's because after two years of significant restrictions we are well on our way to recovery.

Over the last six months we've seen unprecedented growth across our business, as vibrant new and returning venues have come back to life.

Whether it's been returning members or first-time sign ups, there's been an amazing energy at KA Leisure and so we're pushing on, relentless in our ambition to create a brilliant proposition to help people across North Ayrshire continue to get more active, more often.

And with some of the best fitness and wellbeing technology you'll find anywhere, they're embracing facilities where every penny we earn for KA Leisure is reinvented in venues, people and programmes.

There is a compelling need for a radical shift in emphasis from 'fitness' to 'wellness' supporting people to move more and engage in physical activity and sport, and to maximise the contribution leisure provides to health and wellbeing.

Our exceptional Health & Wellbeing service is playing its part as we transition from a traditional 'Leisure' service to a Community Health and Wellbeing Company. They provide an exceptional range of services to people who don't always find it easy to access regular physical activity. We intend to grow this strand of our work, to meet demand.

We're committed to making KA Leisure the best place to work, and so we've got big plans this year, including the launch of KA Health & Wellbeing, to support colleagues proactively, building help and assistance to help you find the right work-life balance. As part of this we offer free KA Leisure membership.

All of this is against the backdrop of one of the most beautiful parts of the country.

If you've got drive, enthusiasm and energy then we'd love to hear from you.

Wishing you every success.

Malcolm McPhail
Interim CEO, KA Leisure

Introducing KA Leisure

At KA Leisure we believe that everyone across North Ayrshire should have the opportunity to get more active, more often.

We manage nearly 20 facilities across the area, including leisure centres, swimming pools, an ice rink, golf courses, and community sports hubs. Many use some of the most advanced technology in health & fitness.

But it's about far more than just bricks and mortar.

Yes, we offer membership programmes for all the family, which are hugely successful, but we also create opportunities for people to get active who might find it more difficult.

This includes disabled people, minority ethnic communities, those living with long-term health conditions and people who can be vulnerable or socially isolated. Our Health & Wellbeing programme is recognised across Scotland as sector-leading.

That way we work is actually very simple. We're super agile, and incredibly nimble. We focus on solutions that deliver results.

In the coming months our focus will be on growing our organisation, continue to increase our membership after pandemic restrictions. And we're going to focus on community wellbeing, because we believe there is both demand and opportunity to help more people.



Why work with KA Leisure?

KA Leisure is a vibrant, energetic organisation and this is a great opportunity to work with us (of course we'd say that). Every single person we employ is integral to our ambition which means any one of us can influence change, grow in their role, and build new skills.

Benefits include:

- Competitive salary (see job description)
- Access to a generous contributory pension scheme
- Generous annual leave allowance
- Free gym membership with reduced rates for family
- Access to the Cycle to Work Scheme



Role Profile

Post Title: Health, Safety & Risk Manager

Vacancy Reference: L1182

Salary: £31,430 - £39,012

Responsible to: Head of Operations and Customer Service

Hours: 37hrs

Location: Head Office, Quarry Road, Irvine

Job Purpose

Develop and maintain a strong and positive health and safety culture, providing comprehensive health and safety advice and support across the organisation.

To support the Head of Operations and Customer Service on the development and implementation of the organisation's risk management and business continuity strategy.

Key tasks and responsibilities

The Health, Safety and Risk Manager will work across all venues and activities formulating, developing, implementing, and monitoring policies and practices in accordance with relevant legislation and organisational needs. Specifically, the post holder is responsible for:

Health and Safety

- Promote the health, safety and wellbeing of employees and customers ensuring compliance with the organisation's policies and procedures and health and safety legislation
- Maintain the organisation's health and safety management systems including developing and implementing policies, procedures and practices to ensure compliance with relevant legislation and that risks are dealt with sensibly and responsibly
- Formulate, coordinate, monitor and complete as necessary a comprehensive programme of safety audits and inspections throughout the organisation with a view to expediting proactive action
- Monitor and analyse injury and accident statistics and, in conjunction with relevant managers, review systems of operation
- Undertake accident and incident investigation as required

- Develop and implement Health and Safety initiatives
 - Organise and deliver training programmes for employees in health and safety
 - Develop an organisational wide positive health and safety culture through engagement with employees and trade unions including the facilitation of a Health, Safety and Wellness Forum
 - Liaise, as required, with external service providers and external agencies, including the Health and Safety Executive and the organisation's external health and safety support partner
 - Facilitate the risk assessment process
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Risk Management

- Ensure risks are identified, monitored and reported.
 - Develop, manage, and implement the organisation's Strategic Risk Register including regular updating of RAG status, risk response and progress
 - Manage the development and ongoing review of the organisation's corporate and operational risk framework
 - Ensure that the appropriate department operational risk registers are established and maintained and that these are reviewed on an ongoing basis
 - Manage the embedding of risk management throughout the organisation through engagement with employees including the facilitation of a Risk Forum
 - Chair and manage Risk Forum
 - Organise and deliver training programmes for employees in risk management and reduction
 - Manage performance against agreed risk tolerance and report to Risk Forum, Senior Management Team & Board of Directors on Risk Management activities
 - Assist in fostering a culture of continuous improvement, innovation and strong customer focus
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Financial Management

- Manage designated budgets and financial targets through the effective management of revenue income, expenditure and capital investment

Essential/desirable criteria

	Essential	Desirable	Evidence
Education and Qualifications	<p>Educated to Degree level or Professional qualification in an appropriate discipline</p> <p>Relevant professional Qualification</p> <p>Evidence of ongoing Continued Professional Development</p>	Relevant Professional Membership	Application Form Interview
Experience	<p>Proven experience in a risk practitioner role</p> <p>Experience of working in a multi-disciplinary organisation</p>	<p>Experience of partnership working and employee engagement</p> <p>Experience of data management, analysis, interpretation and presenting information</p>	Application Form References Interview
Skills and Abilities	<p>Knowledge and understanding of outcome focused practices</p> <p>A collaborative approach to working</p> <p>Excellent organisational skills</p> <p>Ability to conduct research and analysis</p> <p>Ability to produce and present reports at Board and Executive management level</p> <p>Good understanding of communication and effective engagement practices</p>	<p>Ability to develop and deliver training</p> <p>Project management</p>	Application Form References Interview
Other	<p>Committed to continuous improvement</p> <p>Ability to recognise and maintain confidentiality</p> <p>Ability to travel throughout North Ayrshire</p>		Application Form Interview
Key Behaviours	<p>Professional focused approach</p> <p>Enthusiastic, motivated and resourceful</p> <p>Confident and presents a professional image</p> <p>Able to influence and motivate others</p>		Application Form Interview

How to apply

Please send your CV and a covering letter to recruitment@kaleisure.com

Our deadline is Friday 10 June 2022

