

**Production Safety Manager**

Do you want the chance to work for one of the best film schools in the world, across a range of genres, including fiction, animation, documentaries, TV, science and natural history productions?

The NFTS makes more than a hundred and fifty film, television and games projects each year. The School is a full-service studio with the resources in house to produce and complete work to the very highest standards. Many of these projects play leading festivals around the world and win internationally significant prizes.

The Production Safety Manager will develop the direction, strategy and objectives for production safety across all our production activities. You will work with the Head of Production, Director of the NFTS and HODs to embed a strong culture of production safety throughout the School. You will be the main professional adviser and co-ordinator for all safety issues across all our production activities.

Main responsibilities

Production Safety

* To be responsible for professionally leading production safety across the NFTS production activities.
* To work closely with Head of Production, Heads of Departments (tutors) and students to ensure their productions have health and safety embedded into the heart of what they do
* To oversee all production activities, and ensure that suitable and sufficient standards of Risk Assessment are developed and maintained by staff and students
* To ensure that appropriate systems are in place on current and new courses to ensure production safety is thoroughly considered by Heads of Department, Lead tutors and students
* To continually review and report on production safety across all school activities, auditing and making recommendations where appropriate and implementing and advising on changes to practice as necessary
* Carry out production safety inspections and give advice to staff and students at all levels on specific production safety concerns
* Investigate accidents, maintain appropriate records, and make recommendations to promote health and safety in the workplace to the Head of Production, Director, and Management Team
* To assist with other production support activities where relevant and appropriate

Policies and Procedures

* To be responsible for ensuring that policies and procedures are kept up to date, and compliant with the relevant legislation. To make these documents available for all NFTS Staff and students, in a central location
* To prepare an annual Health and Safety report for the Board of Governors and such interim reports as requested
* To report quarterly to the NFTS Staff / Student H & S Committee
* Ensure the ongoing development, evolution and implementation of the risk assessment process, including the online risk assessment system.
* Identify and make recommendations on staff and student training needs in respect of production safety training and ensure that appropriate training records are maintained
* To develop and maintain the written H & S policy for the NFTS as legally required
* To develop and implement the agreed H & S Action Plan for the NFTS
* To advise the Head of Production on the implications of current and emerging H & S and welfare legislation, evaluating options, making recommendations and generating action plans to ensure compliance across the organisation

**Person specification**

* Excellent organisational skills, with the ability to prioritise own workload; manage several projects simultaneously; and to ensure that tight and often overlapping deadlines are met
* Ability to consistently produce a high standard of work whilst under pressure
* An understanding of the importance of meeting student and staff needs and providing high quality support
* A willingness to be flexible towards duties and adaptable to change
* A demonstrable ability to take a solution-focused approach to problems
* A willingness to develop and maintain systems and accurate record keeping

**Production experience is essential, health and safety qualifications are desirable. We will provide full NEBOSH training if necessary.**

May 2019