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| **ROLE PROFILE: Regulated Programmes Safety Manager** | |  |
| Position Title: | Regulated Programmes Safety Manager |
| Position ID: | 173 |

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| **Team** | Regulated Programmes | **Grade** | M2 |
| **Reports To (Title)** | Director, Regulated Programmes | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location | **Time-zone** | Any |
| **Languages** | English | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  The Global Programme Operations team is a natural catalyst and connector, facilitator of various functions, that drives the implementation of our strategy with impact, quality, on time, on budget and with compliance. It is a highly collaborative team that works daily with stakeholders throughout Save the Children across the world, to facilitate a culture of strong operational and programmatic delivery. Global Programme Operations enables implementing offices meet relevant Quality Standards and external regulatory requirements through simple & accessible policies and procedures, systems support, tools, capacity strengthening and data analysis, while continuously improving, adapting and simplifying the framework based on country learning and regulatory changes. The team delivers compliant project and award management, supports regulated and complex programmes (including sponsorship and regional programmes) through ‘field-first’ thinking and partnering support towards contextualisation of the above. The team provides direct support when implementing offices escalate issues, acting as a cross-functional convenor when necessary.  **Role purpose**  To lead incident management for regulated functions, ensuring thorough review and resolution of incidents, promoting a culture of safety and regulatory compliance within Save the Children International. The role includes overseeing the Medical & Construction Incident Reporting system and analysing data trends to escalate issues to senior leadership and external bodies, ultimately contributing to organisational goals by strengthening safety standards and preventing future incidents. This function is integral to achieving an inclusive and safe environment for all stakeholders, aligned with SCI’s commitment to diversity, equity, and integrity . |

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| **Principal Accountabilities** |
| * Lead on the management of incidents reported on Datix for the designated portfolio functions (including clinical, pharmacy, digital, construction etc.), ensuring a thorough triage, initial review, detailed follow-up on investigations, action plan implementation, and timely case closure. * Promote and embed a culture of safety and continuous improvement across regulated programmes (Construction & Medical) to achieve and maintain regulatory compliance, fostering an environment that prioritises the wellbeing and protection of all stakeholders. * Conduct comprehensive data and trend analyses related to programme incidents, preparing detailed reports for senior leadership, external stakeholders, Members, donors, and the Charity Commission, ensuring timely escalation and transparency. * Extract and apply lessons from serious incidents to inform the development and enhancement of mitigation strategies and control measures, aiming to reduce the likelihood of recurrence and improve overall programme safety. * Lead the design, maintenance, and effective execution of the Medical Incident Reporting (MIR) system, ensuring it meets the needs of the organisation and supports high standards of incident reporting and management. * Cultivate an inclusive environment by integrating principles of diversity, equity, and inclusion in all aspects of incident management, ensuring fair treatment and equal opportunities for all team members and programme beneficiaries . |

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| **Budget** |
| None |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: None  Manager of a team: No  Team Manager (manager of multiple teams): No |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 10% |

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| **Key Relationships** |
| **Internal** (excluding direct team and manager)  • Global Teams & business partners  • CO SMTs  **External**   * MRHA |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children.  Cluster: Leading  Competency: Delivering results  Level: Leading Edge  Behavioural Indicator: Pursues opportunities, managing risks and uncertainty to enable the organisation to deliver more for children.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Leading Edge  Behavioural Indicator: Provides a strategic framework to support decision making across the organisation.    Cluster: Thinking  Competency: Applying technical and professional expertise  Level: Leading Edge  Behavioural Indicator: Reviews the external environment to lead improvement in standards.  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Opens up hidden areas of organisational disagreement and drives for collaborative resolution.  Cluster: Engaging  Competency: Communicating with impact  Level: Leading Edge  Behavioural Indicator: Delivers influential advice and briefings to internal and external audiences to build the call for action. |

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| **Experience and Skills** |
| **Essential**   1. Foundational Experience in Safety Management: Experience within an organisation that focuses on the safety of regulated programmes is essential. 2. Proficient Experience in Incident Investigation: Hands-on experience in managing and following up on incident investigations, ensuring the implementation of action plans and timely closure of cases. 3. Significant Experience in Regulatory Compliance: Working experience in roles requiring regulatory compliance and incident management in sectors such as construction and medical safety. 4. Extensive Experience in Data Analysis and Reporting: Substantial experience in conducting comprehensive data and trend analyses related to incidents, and preparing detailed reports for various stakeholders.   **Skills**   1. Analytical Skills: Proficient in data and trend analysis, capable of preparing detailed reports for various stakeholders including senior leadership and regulatory bodies. 2. Effective Communication: Ability to communicate complex information clearly and effectively, both verbally and in writing, ensuring transparency and accurate reporting. 3. Leadership and Advocacy: Demonstrated ability to lead by example, promote a culture of safety, and advocate for continuous improvement across all levels of the organisation. 4. Project Management: Proficient in project management, including the design, maintenance, and execution of safety reporting systems. 5. Inclusive Approach: Ability to integrate principles of diversity, equity, and inclusion into all aspects of incident management, ensuring fair treatment and equal opportunities for all.   **Desirable**   * Additional languages (French, Arabic or Spanish) |

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| **Education and Qualifications** |
| Education:   * Bachelor's Degree in a Relevant Field: Preferably in Health, Safety, Environmental Science, Risk Management, or another appropriate discipline.   Qualifications:   * Advanced Training in Incident Management: Knowledge and training in incident reporting systems (e.g., Datix) and incident investigation techniques would be beneficial. * Regulatory Compliance Knowledge: Strong understanding of regulatory requirements and industry standards related to construction and medical safety programmes.   **Desirable**   * N/A |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 3: the post holder will have contact with children and/or young people *either* frequently (e.g. once a week or more) or intensively (e.g. four days in one month or more or overnight) because they work country programs; or are visiting country programs; or because they are responsible for implementing the police checking/vetting process staff. |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 7/17/2024 | Isabel de Blas Marin |  | Gabriella Waaijman |