

1. GENERAL

- 1.1 Job Title Safety Director
- 1.2 Job Grade F
- 1.3 Department Safety and Risk Management
- 1.4 Location Motorsports UK House
- 1.5 Hours of Work 09.00 - 17.30 Monday to Friday
- 1.6 On occasions you may be required to work outside these standard hours due to the nature of this post, for example, as the nominated contact for safety emergencies.

2. POSITION IN ORGANISATION

- 2.1 Immediate Superior responsible to
- Job Title Motorsport UK Board of Directors
- 2.2 Immediate Superior
- Job Title Chief Executive
- 2.3 Immediate Subordinates
- Job Title(s) Compliance Officer
Safety Engineer
Safety Administrator
- 2.4 Number of people for whom job holder is responsible

3. DESCRIPTION OF JOB (main task)

To be both accountable and responsible (jointly with others as appropriate) for all matters of Safety and Risk Management, in particular the implementation and management of the Motorsport UK Safety Management System. 2015 Safety Management Systems Review (SMSR).

To provide strategic direction to the Motorsport UK, Motorsport UK Board and Motorsport UK Executive on all matters of Safety and Risk Management and policies relating thereto. In addition to engage fully with the Technical Director on all matters relating to Technical and Environmental Policies within the sport. Through the Motorsport UK line management structure the Safety Director will ensure that such policies for which they are directly responsible are approved and implemented within the Motorsport UK and across UK motorsport through the regulations of the Motorsport Council, in particular in accordance with SMS.

The Safety Director will ensure that the Motorsport UK is an undisputed leader in the implementation of highly developed safety principles and processes that lead the industry and are respected across motor sport both within the UK and internationally

The Safety Director is nominated as the first point of contact in any emergency in the sport (Motorsport UK has a Communication Plan in such circumstances involving the Chief Executive and Head of Communications).

The Safety Director will report to the Chief Executive and liaise closely with other departmental directors.

The Safety Director will liaise with national and international agencies to ensure that Motorsport UK policies and procedures are acknowledged as state of the art within the motorsport and wider political and legislative communities.

4. DESCRIPTION OF JOB CONTENT

4.1 What is done (main & ancillary activities)

- Maintain your current professional qualification, in particular through CPD and extend those qualifications within the role of Safety Director.
- To provide strong leadership in championing the priority of safety in all aspects of motor sport.
- Implementing the Motorsport UK Safety Management System Review.
- Providing advice on the safety implications of all new regulations or regulatory changes developed during discipline specific committee meetings.
- Providing specialist advice to affiliated clubs where requested to ensure they manage safety effectively at their events.
- Management of the Motorsport UK incident database. Management of the Medical Statistics database including management of the safety performance analysis of the Medical Statistics database.
- Development of Motorsport UK annual safety strategy in conjunction with Specialist Committees following analysis of Motorsport UK safety performance.
- Presentation of annual review of safety performance of Motorsport UK against its safety strategy to Motorsport Council.
- Providing leadership in the conduct of safety assessments of regulations developed or modified by the Specialist Committees during and following Specialist Committee Meetings.
- Be the authority and key relationship builder between the Motorsport UK and its stakeholders including, but not limited to; the Circuit and other Venue Operators; Central and Local Gov't; Police and the Judicial/Court system; Clubs and other Event organisers.
- Investigation and reporting on incidents in motor sport, such reports to include liaison with and input from the Technical Director and also to include detailed recommendations where applicable.
- Maintain the safety of the Motorsport UK premises and its assets.

4.2 How is it done (use of equipment, office facilities and help of others in organisation)

- Use available reference works – Motorsport UK Year Book and publications, FIA Year Book and associated bulletins in conjunction with UK H&S legislation, ACOPs, guidance, safety and risk management publications and similar authorities.
- Use knowledge of others in the Company, motor sports specialist committees and motor sports expert panels both home and overseas.

- Use own personal/interpersonal skills and experience to solve problems relating to the job and the organisation.
- Efficient use of IT systems. Use available in house technology.

4.3 Why is the job done (meets set Company/Department goals and objectives)

To ensure that safety is at all times the priority in the organisation and operation of the Motorsport UK as the Sport Governing Body.

4.4 What performance is required as normal (key results/personal objectives)

- Ensure that the Chief Executive is made aware of essential information and is kept advised of progress on important issues particularly safety and risk management issues.
- Strive at all times to develop and maintain a professional and service-oriented relationship with Motorsport UK Board and Council members, colleagues, other departments and with external contacts.
- At all times ensure that all requests for information, are responded to promptly (without delay) and that all output is well-presented and executed accurately within set or agreed time scales. Correspondence is acknowledged within two working days and answered within a reasonable timeframe. Correspondence is acknowledged within two working days, 50% answered within two days, and the balance within five working days. Telephone and other verbal queries are to be actioned promptly, efficiently and courteously.
- At all times ensure that all documents and records produced in relation to output are accurate and kept up to date.
- At all times ensure that all requests for information, are responded to promptly (without delay) and that all task output, is well presented and executed accurately within set or agreed time scales.
- Endeavour at all times to meet the financial and performance goals and objectives of the Company (as set year to year).
- Ensure at all times that agendas together with supporting documentation is issued at least 10 working days before meetings and that accurate and well-presented minutes are issued within 10 working days after the meeting.