



Health and Safety Policy Specialist

General Information

- Salary – BALPA pay band 4 (Current starting salary £65,268 rising to £72,728).
- Permanent contract.
- Full time (35 hours per week).
- Location – BALPA, One Heathrow Boulevard, 286 Bath Road, West Drayton. BALPA's hybrid working policy applies to this role which allows working from home up to 3 days per week.
- Reports to the Director for Flight Safety, Policy and Regulation .
- Other benefits include a defined contribution pension scheme and 30 days of annual leave (rising to 32 days after 5 years' service).

About BALPA

BALPA is the trade union and professional body representing pilots and helicopter crews in the UK. We have around 10,000 members and are recognised in around 20 companies.

BALPA is currently in a period of reform and improvement, working to modernise and put members at the front and centre of our union. When our General Secretary was elected in 2024 she recommended an independent review into BALPA's culture. The culture commission was published in 2025 and we are now in the process of implementing the recommendations from the review. It is an incredibly exciting time to join our team and play a leading role in developing our Association for the better.

BALPA represents members both individually and collectively with workplace issues ranging from individual advice on disciplinary and capability issues to collective industrial bargaining on pay, terms and conditions, to professional issues around flight safety, policy and regulation.

BALPA have a thriving network of pilot workplace representatives in our Company Councils and eleven flight safety and flight policy committees of members in addition to our small team of staff.

BALPA is affiliated to the Trades Union Congress (TUC); the International Transport Workers Federation (ITF); the European Cockpit Association (ECA); and the International Federation of Airline Pilots' Associations (IFALPA).

Job Description

Summary

This is a newly created role in BALPA to expand our expertise and capacity on health and safety issues, reporting to the Director for Flight Safety, Policy and Regulation. We have a thriving Occupational Health and Safety committee and network of health and safety reps and the post holder would work with the Committee Chair to drive forward BALPA's health and safety work.

The Health and Safety Policy Specialist will provide expert guidance on health and safety matters to our Company Councils and National Officers in their bargaining, campaigns and casework. The postholder would work closely with the Interim Deputy Director for Rep Support and Development to revitalise our education programme for our health and safety representatives.

We are looking for a specialist in health and safety (preferably with recognised health and safety qualifications) who also has an industrial background or would consider a National/Industrial Officer with clear successes on health and safety matters who is looking to specialise in health and safety and willing to commit to training and qualifications in health and safety.

BALPA is currently in a period of reform and modernisation. All BALPA staff are expected to show willingness to learn, change and develop and contribute to a positive, supportive and collaborative workplace culture.

Key Duties

Main responsibilities

- Working closely with the Director for Flight Safety, Policy and Regulation to develop and drive forward BALPA's strategic objectives on health and safety matters.
- Work with the Interim Deputy Director for Rep Support and Development to revitalise the training and education programme for health and safety reps.
- Lead on health and safety policy for BALPA. Including research and development to ensure that BALPA's positions are evidence based.
- Provide expert and specialist guidance and support to Company Councils on health and safety matters in their area, including both collective bargaining and individual casework issues.
- To assist the Director for Legal and Governance as necessary on any legal cases on health and safety issues.

- To support the Occupational Health and Safety Committee working with the Director for Flight Safety, Policy and Regulation and Committee Chair.

Building Relationships

- Develop, support and motivate an effective and influential team of BALPA representatives in the occupational health and safety committee.
- Develop and maintain good working relationships with external stakeholders.
- Develop and maintain good working relationships with Company Councils.
- To maintain good working relationships with other trade unions, both in the UK and internationally, and other stakeholders.

Communications and Influence

- To attend meetings on behalf of BALPA to represent health and safety matters.
- Write policy documents and content for publication to both internal and external audiences about issues to do with health and safety policy.
- Communicate effectively with the Director for Flight Safety, Policy and Regulation and wider SLT to ensure that issues are addressed at an early point.
- Work with the wider flight safety team and teams across BALPA including industrial, legal, member engagement, communications and public affairs.

Working Practices and Working Culture

- To promote a positive and inclusive culture with a collaborative team which is open to new ideas and change.
- To deputise for the Director for Flight Safety, Policy and Regulation as appropriate.
- To undertake any duties that are reasonably in scope of the role as directed by the Director for Flight, Safety, Policy and Regulation.

(Please note that this job description is not an exhaustive list of duties and may be reviewed from time to time).

Person Specification	Essential	Desirable
Knowledge and Experience		
Experience of health and safety campaigning, bargaining and organising with proven successes.	x	
Knowledge of UK employment, equality, health and safety and trade union legislation.	x	
Experience of individual and collective casework on health and safety matters with proven success.	x	
Knowledge of the aviation industry.		x
Building Relationships		
Strong interpersonal skills with the ability to communicate effectively with emotional intelligence.	x	
Ability to be calm under pressure, dealing with difficult situations showing both empathy and robustness with an ability to manage expectations.	x	
Ability to lead and coach a team of reps at different stages of development.	x	
Build and maintain excellent relationships with our stakeholders.	x	
Skills and Judgement		
Ability to develop strategy in a collaborative manner.	x	
Solution and outcome-focused with excellent analytical and problem-solving skills.	x	
Excellent judgement and decision-making skills.	x	
Communication and Influence		
Public speaking skills with experience of a range of different situations.	x	
Excellent communication skills, both written and verbal.	x	
Working Practices		
Ability to manage high work levels and meet competing demands while ensuring meeting key deadlines.	x	
Embrace change and contributes ideas to continuously improve the representation we give to our members.	x	
Excellent attention to detail with strong planning abilities.	x	
Understanding and following BALPA's strategies, policies and processes.	x	
Willingness to travel as appropriate (including occasional travel abroad).	x	
Working Culture		
A willingness to learn, to develop and contribute to a positive culture that is open to new ideas and change.	x	
An ability to work well with colleagues in a supportive and collaborative environment and contribute positively to good workplace culture.	x	