



## Role Profile Health and Safety Advisor

<b>Salary:</b>	£41,974 per annum
<b>Reporting To:</b>	Head of Human Resources (with a dotted line to the Head of Compliance)
<b>Responsible For:</b>	n/a
<b>Role Purpose:</b>	<p>To assist in the development, delivery and monitoring of a robust health, safety and compliance management framework</p> <p>To assist in ensuring THCH is compliant with all relevant Health and Safety legislation and codes of practice affecting us as a provider of housing and employer.</p> <p>To conduct compliance audits of key activity and recommend improvements where required.</p> <p>To embed a positive safety culture across the business developing and leading a programme of activities</p>

<b>Key Accountabilities</b>	<b>Key Deliverables</b>
<b>Service Provision</b>	<p>Develop and keep under review health and safety policies, procedures and guidance in conjunction with Heads of Service</p> <p>Conduct reviews and audits of key activities and risk assessments to ensure compliance with the health and safety arrangements and policy including the safety policies and procedures of contractors.</p> <p>Develop and lead a programme of initiatives to promote a positive safety culture across the business in conjunction with Heads of Service and the Health and Safety Forum</p> <p>Coordinate the work of the Health and Safety Forum</p> <p>Monitor and report on accidents and incidents identifying learning points and changes to working practices.</p>

	<p>Support managers and where appropriate liaise with partners and external agencies</p> <p>Provide competent health and safety advice, guidance and support managers with risk assessments for safe working practices ensuring these are kept up to date</p> <ul style="list-style-type: none"> <li>• Develop and carry out a programme of planned and ad-hoc desk top and site compliance audits as required by the Director of Operations relating to building safety management compliance, including making reports on findings and recommendations for improving compliance.</li> <li>• Maintain the COSHH assessment register and provide updates to managers as necessary</li> <li>• Produce reports on Health and Safety matters for senior managers, Committees and meetings as required</li> <li>• Liaise with external professional advisors, partner organisations, contractors and statutory Health and Safety agents as required</li> <li>• Advise senior managers on health and safety related matters in regards to building works or planned maintenance tenders or contracts that fall within the remit of the construction, design and management (CDM) regulations.</li> <li>• Support health and safety communication undertaken with residents developing awareness campaigns in conjunction with colleagues in other departments</li> <li>• Investigate and make the necessary notification to, and liaise with, the HSE with respect to reportable incidents that occur</li> <li>• Develop annual activities/awareness campaigns for staff around health safety and wellbeing</li> </ul>
<b>Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Ensure personal knowledge and training is up to date Keep abreast of legislative or regulatory changes that may impact the business amending or updating policies consulting with relevant service heads and providing briefing reports for Senior Managers</li> <li>• Provide health and safety advice, tool box talks, training and briefings to the business or arrange for this to be provided externally when a more specialist training intervention is required</li> </ul>
<b>Risk Management and Compliance</b>	<ul style="list-style-type: none"> <li>• Actively assess and manage risk in areas associated with the post and develop actions to mitigate the risk</li> <li>• Establish procedures to provide on-going assurance and compliance against regulatory and legislative requirements</li> <li>• Take responsibility for the application of health and safety within daily work practices sharing a common responsibility for health and safety across THCH.</li> </ul>

<b>Embracing Change</b>	<ul style="list-style-type: none"> <li>• Ability to identify opportunities for improvement</li> <li>• Flexible approach and willingness to support colleagues in implementing change</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• No role profile can be entirely comprehensive, and the job holder will be expected to carry out such other duties as may be required from time to time. These will be broadly consistent with the job description and status of the post</li> <li>• To work flexibly, attending evening Resident meetings or events when needed</li> <li>• The post holder must be capable of undertaking physical on-site audit checks and to be able to travel efficiently across the stock</li> </ul>

#### ***Role related knowledge, skills and experience on recruitment***

- NEBOSH or NCRQ Diploma or relevant degree /equivalent qualification Member of MIOSH (desirable) or working towards this
- A good understanding of residential property and facilities management
- Strong knowledge of the statutory and regulatory frameworks relevant to health and safety including legislation, approved codes of practice, guidance documents and the application of these in a housing and employment setting
- Good working knowledge of Construction Design and Management legislation
- Knowledge of conducting compliance audits and safety inspections
- Experienced in building relationships with stakeholders across a business
- Excellent written and verbal communication skills and able to produce good quality reports for a variety of audiences
- Experience of designing and delivering training and briefings
- Experience in improving health and safety culture and practices through campaigns and promotional activities
- A thorough knowledge of Safe Working Practices and best practice in health & safety
- Experience in developing and implementing health and safety policies and procedures
- Ability to interpret H&S legislation/regulations, advise managers on the application of these and make recommendations
- Excellent attention to detail and analytical skills
- Well-developed IT skills including experience of Microsoft office and the ability to proficiently use computerised databases

#### ***Core Values***

<b>O</b>	Open	<ul style="list-style-type: none"> <li>• being transparent, sharing information in a clear and honest way</li> </ul>
<b>P</b>	Partnership	<ul style="list-style-type: none"> <li>• recognising the importance and added value that comes from working together</li> </ul>
<b>I</b>	Integrity	<ul style="list-style-type: none"> <li>• being fair, honest and respectful to others</li> </ul>
<b>I</b>	Inclusive	<ul style="list-style-type: none"> <li>• recognising, valuing and celebrating the differences between people</li> </ul>
<b>E</b>	Empathy	<ul style="list-style-type: none"> <li>• identifying with a customer's feelings and having respect for alternate points of view</li> </ul>

<b>Core Competencies</b>	<b><i>You are considered effective when you:</i></b>
<b>Delivering excellent services</b> <ul style="list-style-type: none"> <li>- You focus on getting it right first time, actively looking for better ways to deliver a quality service</li> </ul>	<ul style="list-style-type: none"> <li>• Engage customers to determine the options and solutions that best meet their needs</li> <li>• Work to understand the diverse needs and expectations of customers</li> <li>• Ensure quality standards are set and monitor progress to ensure high quality services are delivered</li> <li>• Monitor and evaluate satisfaction levels and service performance and seek to improve services</li> <li>• Anticipate potential problems and initiate ways to overcome them</li> <li>• Proactively look at the services delivered and suggest ways in which it can be improved</li> <li>• Welcome and actively use new technology to deliver the service</li> <li>• Take ownership of issues and problems</li> </ul>
<b>Communicating effectively</b> <ul style="list-style-type: none"> <li>- You adapt your style of communication with different people and in different situations to ensure mutual understanding</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate clearly and directly in a way that meets the needs of the recipient</li> <li>• Check understanding and re-present or information to correct any misunderstandings or mistakes</li> <li>• Ask the right questions in the right way to clarify meaning</li> <li>• Understand and work to reduce barriers to effective communication</li> <li>• Listen actively to others, understand and respond to key messages</li> <li>• Demonstrate openness in sharing information and keeping people informed</li> </ul>
<b>Working effectively</b> <ul style="list-style-type: none"> <li>- Plans and organises work to meet individual, team and departmental objectives whilst achieving quality and value for money</li> </ul>	<ul style="list-style-type: none"> <li>• Manage own work to deliver on time and considers the impact on others when prioritising tasks</li> <li>• Ensure systems are in place to manage workload efficiently and effectively</li> <li>• Meet THCH agreed performance standards, thinking ahead and identifying any problems in doing so</li> <li>• Take ownership to complete assigned tasks/projects independently and with guidance when required</li> <li>• Understand and work to achieve the aims of the team/department and monitor progress regularly</li> <li>• Use initiative in suggesting ideas for improving service quality and value for money</li> <li>• Freely share knowledge and information with others across the organisation</li> <li>• Manage own development and performance and provides information and support to assist the development of others</li> </ul>

<b>Working with others</b> - You understand your impact on, and how to work with, others. You share ideas and experience to achieve objectives	<ul style="list-style-type: none"> <li>• Proactive in building rapport with colleagues and external customers and stakeholders, respecting other people's values, views and opinions</li> <li>• Cooperate and work effectively as part of a team</li> <li>• Share and implement good work practice across team and departmental boundaries</li> <li>• Understand how your job contributes to the team, service and organisation objectives and can describe this to others</li> <li>• Work to effectively resolve differences with colleagues</li> <li>• Support others by sharing information, knowledge and experience and promote organisational learning</li> </ul>
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<b>Date issued:</b>
January 2021