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| **Job Description** |
| Job title: | **Health & Safety Advisor** | Location: | Liverpool or Congleton with occasional travel across all locations |
| Responsible for: | Health & Safety | Responsible to: | Health & Safety ManagerDirector of Governance & Assurance |

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| **Overview of the role** |
| To assist in the development and embedding of a positive, proactive and visible health and safety culture across all areas of the organisation.To assist the organisation in implementing the measures necessary to comply with the statutory health and safety framework, other relevant safety legislation and best practice to ensure the safety of customers, colleagues and contractors, who live and work in our homes.To work collaboratively with key stakeholders, including senior managers and trade unions, providing professional and expert advice across the organisation. |
| **Main responsibilities and accountabilities** |
| **1. To improve and embed a positive H&S culture by:*** Supporting Directors/Director of Governance & Assurance and Health and Safety Manager in the development of a H&S Strategy and management system that will develop a positive H&S culture across the organisation
* Upskilling managers and directors by: gaining credibility, challenging and identifying problems and influencing decision-making to support them in fulfilling their supervisory and H&S duties
* Developing and supporting the delivery of tool box talks
* Providing H&S guidance on legislative compliance and best practice
* Developing guidance notes, tools and aids for use by staff and managers
* Developing risk assessment improvement plans with managers
* Sharing audit and accident themes with managers and directors
* Deputising for the Health and Safety Manager

**2. To ensure organisation is compliant with H&S legislation by:*** Planning and undertaking independent audits across the organisation.
* Reporting findings and monitoring improvement plans, escalating to directors, where appropriate.
* Undertaking non-routine workstation risk assessments where specialist knowledge and experience is required.
* Developing, procuring and improving group H&S training plan, and working in collaboration with HROD for its effective delivery across the group.
* Developing, procuring, implementing and improving group lone working solution.
* Advising organisation on suitable emergency arrangements and effective links to Business continuity plans.
* Assisting Directors in their legal responsibilities in partnership/subsidiary companies
* Advising HR/OD on the provision of medical surveillance comply with H&S legislation
* Developing and implementing a group contractor competency process, providing support and tools to contract managers to ensure contractor competency.
* Advising contract managers and monitoring compliance with Environmental Waste Legislation.

**3. To support a robust H&S management system by:*** Assisting in the development and implementation of a group H&S management system in line with OHSAS 18001
* Ensuring H&S policies are reviewed in line with the review timetable or when required due to legislative or other changes
* Working with managers to develop and improve H&S policies and assist in communicating changes to procedures.
* Developing and updating the H&S website
* Developing the risk assessment database to ensure consistency of standards and appropriate reviews

**4. To manage accident and incident information by:*** Developing and maintaining accident/incident database and supervising H&S administrator to ensure it is kept up to date
* Ensuring the collation and trending of statistics is used to identify any areas to focus on for improvement
* Reporting accidents/near miss/dangerous occurrences as required by RIDDOR
* Investigating complex or serious accidents and near misses
* Reviewing managers investigation reports to ensure maximum learning is obtained
* Assisting legal department with issues relating to H&S, including the provision of information to relevant parties to help build a defence against civil claims etc.

5. Understand the aims of the Group and demonstrate a personal passion for making a difference. Go the extra mile to deliver high quality results on time. 6. Carry out all other duties as may be reasonably assigned from time to time, with the level of this job description |
|  **Functional responsibilities** |
| The post is responsible for assisting in the following functions within Plus Dane: |
| * H&S Advice
* Accident/Incident reporting
* Compliance
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|  **Key contacts** |
| The post is responsible for actively promoting and representing Plus Dane to a broad range of stakeholders. Key contacts in the post are detailed below. |
| Key internal contacts are:* Director of Governance & Assurance
* H&S Manager
* Managers at different Organisational Levels
* Compliance Manager & Officers
* HR/OD
* H&S Apprentice
 | Key external contacts are:* HSE
* External consultants
* NHF H&S Forum
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| **Person Specification** |
| Job title: | **Health & Safety Advisor** |
| **Area** | **Requirements**  |
| Education | NEBOSH General certificate or NEBOSH National Certificate in Construction Health and Safety |
| Experience & knowledge |  Has experience of:* A minimum of 2 years’ practical experience of working as a qualified H&S practitioner
* Experience of working in a health and safety environment, developing and implementing health and safety policies and procedures
* Producing and presenting of reports, briefings, training to variety of audience levels including Directors
* Conducting comprehensive inspections, audits and risk assessments
* Experience of collating and analysing data, and interpretation of complex legislation
* Excellent interpersonal and communication skills. Demonstrate ability to deal with complex and sensitive issues effectively and objectively
* Being able to monitor a budget and recognise when action need to be taken to avoid overspending
* Maintaining comprehensive and accurate records
* Prioritising workload, time management and dealing with conflicting priorities

Has knowledge of:* Sound knowledge of health and safety law and its application in a business housing management and construction or building maintenance, including CDM regulations.
* Knowledge of technical issues pertaining to chemicals, tools, asbestos, personal protective equipment and construction materials and equipment
* Excellent ICT skills, including MS Word, MS Excel, MS Outlook and ability to quickly adapt to bespoke software packages
* Training levels and frequency requirements for different job roles to ensure continuing competence and legal compliance.
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| Personal qualities | Able to:* build relationships with internal and external contacts
* gain credibility, challenge and influence at different organisational levels
* show evidence of continuing personal development

Has:* high personal integrity and a strong focus on personal accountability to deliver effective outcomes
* wide range of influencing/coaching skills
* high level of integrity
* excellent communication skills
* excellent written, verbal and numerical skills

Is:* self-motivated & enthusiastic
* performance driven
* adaptable and able to respond effectively to rapidly changing deadlines and pressures
* customer focused
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Plus Dane Housing is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.