

## **Job Description and Person Specification**

### **Job details**

Job title: Health & Safety Coordinator – Housing Maintenance & Development

Grade: NNCBAND06

Reports to: Interim Business and Supply Manager

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing Maintenance & Development

### **Purpose of the job**

As a member of the Housing Maintenance & Development team the H&S Advisor will be managed by the Interim Business and Supply Manager. The main focus of the job is to provide Health & Safety advice to the Council's Direct Labour Organisation Trades and Property Refurbishment Contractors.

Operating within a business partnering model, the Health and Safety Adviser will work closely with front line managers, providing professional advice and challenge on the full range of Health and Safety matters within the Housing Maintenance & Development team. By understanding the services delivered, the H&S Adviser will support managers to identify and manage risk factors. Advisers will also support the implementation of health and safety policies and safety management systems so that our workers and customers (including employees, volunteers, contractors, agency staff, residents and visitors), are adequately protected from harm as a result of operational activities.

### **Principal responsibilities**

#### **1. Customer Focus - Health and Safety Advice and Guidance**

Review, lead and facilitate the development of health and safety policies, guidance, procedures and other tools to assist the organisation in the implementation of health and safety strategies, plans and policies.

Contribute to the provision of a competent client focussed health and safety advisory service to Stakeholders to secure compliance with the relevant Health and Safety Policies and Safety Management System, applicable legal requirements and best practice standards.

Support and advise colleagues to enable them to fulfil their health and safety related roles and responsibilities.

Support the delivery of health and safety training, briefings and presentations to ensure that managers and workers have the necessary competence to fulfil their health and safety responsibilities.

Consult with and coordinate activities, as necessary, with members of the Council's Health, Safety & Wellbeing Team to ensure that managers are competently supported and advised and that services are provided in a timely manner.

Create, develop and maintain effective working relationships with other Services in order to assist them in the promotion and application of Health and Safety requirements within their working environments.

## 2. Monitoring Compliance

Monitor and review health and safety performance through audits, inspections, site visits, incident investigations etc. to enable continuous improvement of health and safety within the council.

Report significant findings from monitoring activities to relevant managers and, where relevant, to the Business and Supply Manager so that matters requiring remedial actions can be identified and implemented.

## 3. Maintaining Professional Compliance

Maintain competences so that knowledge of health and safety management, systems and workplace environments remains relevant for the provision of effective and timely advice and guidance.

Identify and research best practice and legal requirements to ensure that professional knowledge is developed.

## 4. Performance Management

Support the Strategic Lead for Housing Maintenance & Development and Managers to measure health and safety performance throughout the organisation by collating, recording, processing and presenting data in accordance with statutory and service requirements (e.g. for presentation at Trades Union Consultative Groups and management level health and safety coordinating groups).

Review and monitor the implementation of Service Health and Safety Action Plans and advise relevant staff so that appropriate actions can be put in place to achieve the delivery of those plans.

## 5. Incident Review and Investigation

Monitor and review reports of incidents, occupational diseases, dangerous occurrences and "near misses" so that appropriate investigations may be carried out and, in appropriate circumstances, the relevant enforcing authorities can be notified.

## 6. Working Collaboratively

Work collaboratively with other teams outside of Housing Maintenance & Development to identify and address areas of common concern / interest.

Work in partnership with the Council's recognised trade unions and external providers (under the direction of the Business and Supply Manager) to develop an integrated and multi-agency approach to health and safety management.

Identify and/or develop relationships with key stakeholders or partners, e.g. Insurance section and Emergency Planning Section, in the interests of furthering and promoting the team and the Council's approach to health and safety management.

#### 7. Project Work

Undertake appropriate health and safety projects as directed by the Strategic Lead for Housing Maintenance & Development according to agreed parameters, adhering to corporate project management methodologies, standards and procedures.

#### 8. Policies input and Organisational Development

Support the continuous development of the HR service through input into HSW policy development. Deliver training for managers and employees on a full range of HR policies. Drive performance management within the Council by coaching and mentoring managers

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person Specification

| Attributes                             | Essential criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Desirable criteria                                                                                                  |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| Education, Qualifications and Training | <p>Minimum NEBOSH General Certificate in Occupational Health and Safety (Level 3); level 3 Health and Safety NVQ, NCRQ Certificate in Applied Health and Safety or equivalent</p> <p>Hold Technical Safety Practitioner membership of IOSH or evidence of equivalent status / experience</p>                                                                                                                                                                                                                                                                                                                                                                                       | Evidence of working towards NEBOSH National Diploma in Occupational Health and Safety Level 6 Diploma or equivalent |
| Experience and Knowledge               | <p>Proven HSW knowledge and experience within a local authority or Housing Association Housing Property Services department with a good understanding of risk management initiatives and wellbeing issues</p> <p>Experience of working with managers, employees and trade unions at all levels.</p> <p>Experience of interpreting and advising upon the impact of new legislation</p> <p>Proven experience as a health and safety adviser within an organisation with a wide variety of health and safety risks</p> <p>Experience of developing and implementing policies and procedures</p> <p>Experience of working with managers, employees and trade unions at all levels.</p> |                                                                                                                     |

| Attributes         | Essential criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Desirable criteria |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                    | <p>Up to date knowledge of health and safety legislation and best practice and knowledge of effective health and safety management systems</p> <p>Proven experience of undertaking audits, inspections and accident investigations</p> <p>Experience of developing health and safety guidance and providing advice on a wide range of health and safety issues</p> <p>Experience of supporting projects and /or workstreams and advising on HSW matters</p> <p>Demonstrable experience of and commitment to diversity</p> <p>Experience of working in partnership with trade unions</p> <p>Knowledge of GDPR</p> |                    |
| Ability and Skills | <p>Ability to communicate effectively both verbally and in writing</p> <p>Ability to demonstrate an understanding of health and safety issues relevant within the council</p> <p>Ability to influence and challenge line managers across the organisation</p> <p>Ability to deliver effective presentations to individuals or groups and facilitate workshops and events</p> <p>Able to work successfully as part of a team and also autonomously when required to achieve desired</p>                                                                                                                           |                    |

| Attributes          | Essential criteria                                                                                                                                                                                                                                                                                                         | Desirable criteria |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                     | <p>outcomes.</p> <p>Able to form effective and constructive working relationships with colleagues and managers.</p> <p>Confident in the use of Microsoft Windows packages, in particular Word, Excel and PowerPoint.</p> <p>Ability to analyse and interpret HSW information and adapt advice and actions accordingly.</p> |                    |
| Equal Opportunities | <p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p>                                                                                                                                                                             |                    |
| Additional Factors  | <p>The post will require travel between Fleming Road Depot, Corby and Robinson Way Depot, Kettering along with site visits as and when required</p>                                                                                                                                                                        |                    |