



**North
Northamptonshire
Council**

Job Description and Person Specification

Job details

Job title: Property Health & Safety Coordinator – Housing Property Services

Grade: RT06

Reports to: Interim Business and Supply Manager

Responsible for: N/A

Directorate and Service area: Adults, Health Partnerships and Housing

Purpose of the job

As a member of the Housing Property Services team the Health & Safety Coordinator will be line managed by the Interim Business and Supply Manager, and will be the department link to the Health, Safety and Wellbeing Strategic Lead. The main focus of the job is to provide Health & Safety advice and operational support to the Council's Direct Labour Organisation Trades and Property Refurbishment Contractors.

The HSW Coordinator will work closely with front line managers, providing professional advice and challenge on the full range of Health and Safety matters within the Housing Property Services team. By understanding the services delivered, the coordinator will support managers to identify and manage risk factors. They will also support the implementation of health and safety policies and safety management systems so that our workers and non-workers remain safe during operational activities.

Principal responsibilities

1. Customer Focus - Health and Safety Advice and Guidance

Coordinate and contribute to the development and maintenance of housing related 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 service, in conjunction to the Corporate Health, Safety and Wellbeing Team to Stakeholders to secure compliance with the relevant Health and Safety Policies and Safety Management System, 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 employees 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 and Wellbeing Team to ensure that managers are competently supported and advised and that services are provided in a timely manner.

2. Monitoring Compliance

Monitor and review health and safety performance through compiling, reviewing and communicating risk assessments, alongside audits, inspections, site visits, incident investigations etc. to enable continuous improvement of health and safety within the Housing Property Services team.

Report significant findings from monitoring activities to relevant managers and, where relevant, to the Interim Business and Supply Manager and Health Safety and Wellbeing Team 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 Interim Strategic Lead for Housing Property Services and Managers to measure health and safety performance throughout the team by collating, recording, processing and presenting data in accordance with statutory and service requirements to Managers.

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 Property Services to identify and address areas of common concern / interest.

7. Project Work

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

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>NEBOSH National Diploma in Occupational Health and Safety Level 6 Diploma or equivalent</p> <p>Or</p> <p>Minimum of 3 years' experience working in a Health, Safety & Environmental discipline</p> <p>Demonstration of professional competence and development through providing evidence of continuing professional development.</p> <p>Hold Technical Safety Practitioner membership of IOSH or evidence of equivalent status / experience</p>	
Experience and Knowledge	<p>In-depth knowledge of the Health and Safety at Work Act and associated legislation</p> <p>Knowledge of effective health and safety management systems</p> <p>Proven Health and safety knowledge and experience within a local authority or Housing Association Housing Property Services department</p> <p>Experience of working with managers, employees and trade unions at all levels.</p>	

Attributes	Essential criteria	Desirable criteria
	<p>Experience of interpreting and advising upon the impact of new legislation</p> <p>Experience of developing and implementing policies and procedures</p> <p>Experience of developing health and safety guidance and providing advice on a wide range of health and safety issues</p> <p>Proven experience of undertaking audits, inspections and accident investigations</p>	
Ability and Skills	<p>Undertake accident and incident investigations</p> <p>Resilient and capable of managing potentially confrontational and/or difficult situations in a professional manner</p> <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>Capable of questioning and challenging line managers within the team</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</p>	

Attributes	Essential criteria	Desirable criteria
	<p>autonomously when required to achieve desired 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 Health and Safety 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> <p>Ability to carry out the physical requirements of the role, i.e. carrying out site inspections within the Council's housing stock.</p>	