



Working better together
for our residents

Health and Safety Adviser

Health and Safety Team

What's it all about

As a Health and Safety (H&S) Adviser for Notting Hill Genesis (NHG) you will be working closely with the Head of Health and Safety to support the implementation and ongoing maintenance of NHG's Health and Safety Policy and Management System for NHG, embedding a strong safety and wellbeing culture across the organisation.

You will play a key role in ensuring that H&S standards are applied consistently across the organisation, supporting managers and teams to operate safely and in line with statutory and regulatory requirements.

The role is delivery-focussed, providing practical advice, supporting incident investigations, and helping to ensure that H&S risks are identified, assessed and appropriately managed for employees, residents and contractors.

How you'll make a difference

As an integral member of the Health and Safety team, you will support the delivery of safe, compliant services across NHG.

You will support managers and teams to apply H&S requirements effectively, helping to ensure risks are identified early and managed appropriately.

Your work will contribute to improving the quality, standard and consistency of risk assessments, strengthening incident response, and ensuring that lessons are identified and acted upon.

Through your support, NHG will maintain compliance with statutory and regulatory requirements and ensure that any H&S risks and issues are identified, escalated and addressed in a timely and proportionate manner.

How you'll do it

- Provide practical H&S advice and guidance to managers and staff.
- Proactively promote a positive H&S culture across the organisation.

- Supporting managers in understanding and meeting required H&S standards.
- Support and undertake investigations into H&S accidents and incidents.
- Escalate serious incidents, risks or non-compliance issues in line with agreed thresholds.
- Maintain accurate records within the H&S Management System and identify required updates.
- Assist and where required lead, on RIDDOR and Mandatory Occurrence Reporting (MOR) processes including liaison with external bodies where required.
- Working with HR to support H&S aspects of employee-related matters, including reasonable adjustments where appropriate.
- Lead in the development of NHG H&S policies, procedures and guidance.
- Support the delivery of H&S projects and initiatives.
- Undertaking H&S inspections and audits, identifying issues and supporting the tracking of actions through to completion.
- Complete and review risk assessments to ensure they are suitable and sufficient.
- Undertaking DSE assessment reviews, as required.
- Support the delivery of H&S training and briefings, working with relevant teams.
- Delivering on the H&S Communications Plan to ensure H&S issues and messages are presented to staff and teams.
- Support the provision of H&S assurance through accurate reporting and evidence gathering.
- Support teams to maintain appropriate risk assessments covering key activities and services.
- Ensure the management and maintenance of the NHG H&S management system and associated data.

All about you

Behaviours for success

Our values set out what we stand for. You'll need to show us how you match them and how you'll behave to ensure those are visible when carrying out your work.

- Compassionate
- Progressive
- Dependable
- Inclusive
- Empowered

For each value, we've created example behaviours to help you understand our expectations in more detail. Please [refer to the framework](#). This role is at staff level.

Essential knowledge, experience and skills including qualifications and professional membership

- NEBOSH General Certificate Level 3 or working towards NEBOHS Diploma Level 6.
- IOSH Membership.
- Experience of working in a health and safety adviser capacity, preferably within the Housing industry.
- Experience of incident investigation, regulatory engagement and performance reporting.
- Experience of undertaking inspections as part of a H&S adviser role.
- Experience of undertaking policy work and implementation.
- Experience of advising and leading on health and safety matters.
- Experience of Building Safety and MOR.
- Extensive working knowledge of health and safety legislation, statutory and regulatory requirements relevant to the role.
- Strong understanding of risk assessment, assurance and incident investigation methodologies.
- Excellent communication skills with the ability to advise, influence, challenge and build effective working relationships at all levels.
- Ability to convey complex or sensitive information clearly to a range of internal and external stakeholders.
- Strong analytical and report-writing skills, producing clear, evidence-based insight.
- Ability to work to tight timescales and manage competing priorities.
- Sound professional judgement in high-risk or high-profile situations
- Intermediate IT and systems skills including Microsoft office.