Health and Safety Adviser

Organisational Effectiveness Directorate

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| **Overview** |
| **Role Purpose** | Working closely with the Director of Health and Safety and Head of Health and Safety to deliver the health and safety (H&S) strategy to support NHG. To develop and maintain high standards of health, safety and well-being for employees, customers, and contractors. |
| **Responsible for** | * Providing guidance and advice to managers, supervisors and staff.
* Proactively promoting a positive H&S culture across the organisation.
* Supporting business managers in setting of and achieving required standards including adherence to policies and procedures, mandatory training, and risk assessments.
* Supporting and undertaking investigations into H&S accidents and incidents.
* Assist in maintenance of H&S Management System and identifying changes to ensure it is fit for purpose.
* Assisting and where required leading, on RIDDOR and MOR reporting process.
* Working with HR on the investigation of reasonable adjustments for staff for H&S issues and lead on the implementation of any equipment for H&S purposes.
* Development of NHG H&S policies and procedures.
* Development and delivery of H&S projects.
* Undertaking H&S inspections and audits.
* Completing risk assessments.
* Undertaking DSE assessment reviews.
* Developing and delivering training when required.
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| **Reports to** | Head of Health and Safety |
| **Line management** | N/A |
| **Tier**  | 8 |
| **Level** | Colleague |
| **Role relationships**  |
| **Internal** | * Heads of Service and Directors in NHG business areas that receive H&S services.
* Senior and middle managers.
* Trade Union and Staff Forum.
* Colleagues across all business areas.
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| **External** | * HSE.
* Local Authority.
* Fire Brigade.
* NHG contractors.
* External suppliers and consultants for the provision of services.
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| **Role accountabilities** |
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| **Best Practice*** Work with colleagues in the H&S team and other managers to promote, communicate and implement safe working practices, systems, policies and procedures throughout the organisation, including the procurement of services and products where appropriate.
* Develop guidance, provide training and information and H&S programmes to the organisation to promote H&S, culture and processes.
* Undertake risk assessments where it is deemed of sufficient importance.
* Represent H&S matters at appropriate groups, working parties and at meetings to raise awareness, ensure compliance is considered and promote best practice and compliance.

**Providing Assurance and Advice*** Provide advice and guidance to managers, supervisors and staff when requested or where issues are identified when undertaking work locally and change is likely to be required. Work with the managers to ensure compliance with all inspection and auditing requirements and minimisation of any risk identified with appropriate control measures.
* Close working with Building Safety Team on various issues under their remit and, also around Mandatory Occurrence Reporting.
* Working with HR on the investigation of reasonable adjustments for staff for H&S issues and lead on the implementation of any equipment for H&S purposes.
* Conducting DSE assessment reviews and advise on recommendations and solutions.
* Undertake site H&S inspections to identify unsafe working practices and conditions and ensure that preventative action is recommended and implemented.
* Production of monthly statistics and commentaries to be presented to key parties across the organisation and ad hoc information as requested.
* Proactively promote a positive H&S culture across the businesses and to our residents by attendance at meetings and forums, utilising campaigns, news articles, Milo, external internet and resident’s newsletter.
* Assist in the development and review of H&S policies and procedures.
* Attendance at webinars and seminars to keep abreast of new changes in H&S legislation.
* Proactively promote a positive H&S culture across the businesses and to our residents by attendance at meetings and forums, utilising campaigns, news articles, intranet, external internet and resident’s newsletter.

**Incident Investigation and Reporting*** Undertaking accident and incident investigations whilst identifying trends.
* Maintain accident records and statistics required for the organisation to comply with its duties under RIDDOR & MOR and to provide guidance to managers, including the reporting of accidents and incidents to enforcing authorities as required.
* Work with managers and staff to ensure that all accidents and incidents are reported via the organisation’s reporting system and are fully investigated with corrective actions being identified as lessons learned and implemented across the organisation to reduce the risks of reoccurrence.

**General*** Ensure you follow the financial regulations, policies, and procedures at NHG.
* Ensure that you follow relevant H&S policies and related procedures, keeping up to

 date with changes and taking action to maintain personal H&S and that of others. |
| The tasks and responsibilities outlined above are not exhaustive; the post holder may undertake other duties as is reasonably required. |

To do the job well, we have outlined the knowledge, experience, and skills you need to do the job.

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| **Personal Specification**  |
| **Experience** |
| **Essential**  | **Desirable**  |
| • Experience of working in a health and safety adviser capacity, preferably within the Housing industry.• Experience of undertaking inspections as part of a H&S adviser role.• Experience of undertaking policy work and implementation.• Experience of carrying out risk assessments.• Experience of delivering training.• Experience of advising and leading on health and safety matters. | • Expertise in a variety of areas within health and safety.• Experience of building and developingrelationships with partners and stakeholders both internal and externally.• Experience of Building Safety and Mandatory Occurrence Reporting. |
| **Professional expertise (know how & experience)***’* |
| **Essential**  | **Desirable**  |
| • Extensive working knowledge of H&S applicable statutory and regulatory requirements relating to this area. |  |
| **Skills**  |
| **Essential**  | **Desirable**  |
| • Great communication skills with the ability to advise, influence, hold to account, and create effective working relationships at all levels including internal and external parties.• Fluent and articulate verbal skills, to convey complex and / or key information to internal and external stakeholders. • Proven ability to challenge, influence and persuade others whilst maintaining relationships and working in partnership.• Able to undertake investigations, analysing these and using the outputs to develop reports and discuss these with managers across the business.• Demonstrable understanding of H&S law, regulations and guidance.• Excellent report writing skills in order to produce concise and high-quality analyses. • Ability to work to tight timescales and under pressure. • Effective IT skills including MS Office skills.  |  |
| **Qualifications and/or professional membership**  |
| **Essential**  | **Desirable**  |
| * NEBOSH General Certificate Level 3.
 | * NEBOSH Diploma at Level 6.
* IOSH membership.
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| **NHG Values and Behaviours** |
| NHG Values and Behaviours serve as a guiding framework for our staff and helps us understand how our values should be visible in everything we say and do. They outline what we expect from our staff at different levels across the organisation.This role is a colleague level and therefore you should refer to the colleague behaviours in addition to this role profile. The full list of NHG Values and Behaviours is available on our external job site page and intranet, Milo. |

You’ll be assessed on the knowledge, experience, skills, and expectations criteria at various stages throughout the selection process.