

**Job Description**

**1.** **JOB DETAILS**

**Job Title:** Health & Safety Manager

**Location:** Edinburgh, Bellshill, Irvine or Inverness (with travel required)

**Team/Directorate:** Executive

**Responsible To:** \*Chief Executive

**Responsible For:** N/A

\*Line management of this position will be reviewed after a period of 12 months

# 2. JOB PURPOSE

To be the lead source of expertise and advice for The Group, responsible for H&S risk management, procedures, policy creation/implementation and advising The Executive, SMT, and Managers on all aspects of  health and safety matters to ensure safe and effective processes and procedures which comply with statutory obligations.

### 3. KEY RESULT AREAS/PRINCIPLE DUTIES AND RESPONSIBILITIES

* Identify spend requirements and monitor the Health and Safety Budget to ensure cost effective spend and meet budget constraints.
* Establish, review and update health & safety policies, procedures and processes, including accident reporting, first aid and fire risk are in line with good practice, future and legislative requirements to ensure a safe compliant Health and Safety service for the Group.
* Establish Health & Safety emergency and risk management procedures, contingency and disaster planning procedures in line with policy and regulation requirements to improve safety and reduce risk.
* Investigate significant incidents and events within the Group and provide advice and technical management to support appropriate relevant staff members.
* To create the Health and Safety Strategy and Action Plan, working closely with Directors, senior managers and all staff to ensure continuous development and promotion of the Health and Safety provision.
* Establish and monitor systems and processes which ensure fire risk is managed and that staff are sufficiently trained in relation to fire to reduce risk and increase fire safety.
* Devise and deliver Health & Safety training courses and briefings for staff at all levels and Group Board members to support good knowledge and the ability for mangers to cascade information to their teams.
* Produce reports and statistics to SMT and Board to monitor performance in order to manage and mitigate risk.
* Drive and deliver approaches to partnership working across the organisation with a focus on best practice as well as improving the health and safety awareness and improving the H&S Service.
* Collaborating with other managers in the business, to ensure the effective and smooth running of the Group from a health and safety perspective and to drive and deliver Business Partnering across the Group to improved performance. `
* Influence SMT decisions and organisational priorities by research, reporting, options appraisals and producing and presenting sound business case to inform decision making.
* Responsible for ensuring and promoting that all appropriate regulations are being observed at where works are being carried out (e.g. development sites) and that safe methods or work are in operation for optimum safety.

**3.2 Key Performance Indicators**

# Responsible for the creation, monitoring and reporting of relevant KPI’s including accidents and near misses.

Responsible for the creation and delivery of the groups Health and Safety Action Plan and delivery other relevant strategic projects.

Responsible for the development of Health & Safety system (BCARM)

Responsible for the provision of relevant reporting and management information to SMT and Board for effective business planning, monitoring and risk management purposes.

# 3.3 Key Contacts – Internal & External

* Health and Safety Executive
* Fire Authorities
* Institute of Occupational Health and Safety
* Board, CEO and all Staff
* Forums
* BCARM
* EVH
* Insurers
* Solicitors

# Health & Safety

* Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
* Comply with safe working practices as defined by Cairn Housing Group
* Complete online training as and when required
* Take reasonable care for your own health and safety and that of others who may be affected by acts or omissions at work
* Report any accidents, incidents or near misses as soon as reasonably practicable.

# 3.5 General

* Be aware of and adhere to Cairn Housing Group policies at all times
* Take part in progress/performance reviews throughout the year
* Cooperate with other Cairn Housing Group departments
* Attend training courses and complete online training modules as required to meet the requirements of the post
* Take responsibility for own personal development, seeking out opportunities to learn new skills
* Undertake any other duties as requested by management which are reasonably deemed to be within the scope of the role

**3.6 Other**

* Apply the Cairn Housing Group values and behaviours to every aspect of the role at all times
* Promote and maintain the brand standards of Cairn Housing Group

**Health & Safety Co-Ordinator**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | Relevant to Health & Safety Qualification or equivalent experience. | Degree Level  NEBOSH Diploma  Chartered membership to IOSH |
| Experience | Extensive recent practical experience working in the H&S field  Demonstrable Fire Risk Assessment Training Experience  Substantial understanding of H&S legislation and its practical enforcement | Experience and/or knowledge of developing a business continuity plan  Train the Trainer qualification  To hold a Basic Food Hygiene Certificate  Experience of leading project Team. |
| Knowledge | Ability to demonstrate a comprehensive working understanding of H&S legislation and its practical enforcement  Extensive knowledge of risk assessment and H&S management.  Knowledge of Business continuity planning | Sector knowledge |
| Skills | Ability to assess, prioritise and organise workload effectively, to work under pressure and meet deadlines  Organised, adaptable and able to deal with conflicting priorities and busy workload.  Collaborative working to ensure effective project delivery and informed decision making.  Project Management Skills  Decisive, can confidently make informed decisions and recommendations.  Strong negotiator and influencer both externally and internally at differently levels adapting approach as required.  Critical listening skills, can have challenging conversations and be role of the critical friend.  Good communication and presentation skills  IT literate |  |
| Personal attributes | Compassion, humanity and fairness in approach.  Handling highly confidential information in an honest and trustworthy way.  Proactively develop and sustain relationships with key stakeholders to inform how to influence them.  Ability to select appropriate communication channels to engage and gain buy in from different audiences.  To be able to adapt decisions and practices to take account of changing priorities and external influences. |  |
| Additional requirement | Valid driving licence and car available for work  Ability to frequently travel between Group locations. |  |

**Job Description and Person Specification Agreement:**

**The above job description is not exhaustive but an indication of the duties the post holder may undertake and will be subject to review.**

**Post Holders Signature: Date:**

**Managers Signature: Date:**