

**Job Description**

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

**Job Title:** Health and Safety Officer

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

**Team/Directorate:** \*Executive

**Responsible To:** Health and Safety Manager

**Responsible For:** N/A

\* Location: consideration may also be given to persons based at home providing they can work from one of the Cairn offices as may be required. Note that currently Cairn offices are closed due to Covid-19 other than for essential work or due to individual circumstances with the current default position being working from home.

\*\* Team/Directorate may be reviewed.

# 2. JOB PURPOSE

To be a source of expertise and advice for Cairn Housing Group, responsible for H&S risk management, procedures, policy creation/implementation and advising staff 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

* Establish, review and update health & safety policies, procedures, processes, related documents and safe systems of work to ensure they are relevant, effective and appropriate and in line with good practice and legislative requirements.
* Review, develop and implement H&S risk assessments with a collaborative approach.
* Mentor, develop and support staff at all levels in discharging their H&S responsibilities.
* Investigate significant incidents and events to identify root cause and appropriate actions and undertake incident management and response.
* Respond to internal H&S queries and provide proactive advice in a supportive and empathetic manner.
* Devise and deliver Health & Safety training courses and briefings for staff at all levels to support good knowledge and the ability for mangers to cascade information to their teams.
* Undertake H&S training needs analysis in collaboration with relevant staff and organise internal and external H&S training.
* Develop auditing and inspection systems, train and mentor staff and undertake audits and inspections in a supportive manner.
* Collect, collate and analyse H&S performance information and data and produce reports and statistics in order to manage and mitigate risk.
* Ensure that all appropriate regulations are being observed throughout Cairn Housing Group.
* Proactively develop and maintain relationships with internal and external stakeholders.
* Undertake administrative duties related to H&S management.

# 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 and procedures at all times
* Take part in progress/performance reviews as required.
* 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 personal development, seeking 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**

* Adopt 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**

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Qualifications and specific training | Relevant Health & Safety Qualification or equivalent experience. | Degree Level  NEBOSH Diploma  Graduate or Chartered membership to IOSH |
| Experience | Extensive recent practical experience working in the H&S field  Demonstrable experience of developing H&S policies, procedures and risk assessments  Demonstratable experience of developing and implementing in-house H&S training  Substantial understanding of H&S legislation and its practical enforcement | Experience and/or knowledge of developing a business continuity plan  Experience of undertaking fire risk assessments.  Experience of developing and implementing ISO 45001 (or OHSAS 18001) H&S management systems  Experience of developing a strong H&S culture  Train the Trainer qualification  Experience of project management. |
| 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. | Sector knowledge  Knowledge in one or more areas of asbestos, legionella, lone working, driving, construction, fire risk assessment, DSE, Covid-19, contractor management and trades (e.g. joiner, plumber and electrician) |
| 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 and at short notice 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:**