

## Job Description

### 1. JOB DETAILS

Job Title: Health & Safety Officer

Location: Irvine, Edinburgh, Bellshill, Inverness or Caithness

Team/Directorate: People and Insights

Responsible To: Health and Safety Manager

Responsible For: N/A

### 2. JOB PURPOSE

Reporting to the H&S Manager, this role will be responsible for leading on H&S initiatives across Cairn including policy and procedure development, risk management, carrying out H&S audits, incident reviews, training, project work and administration. The role will work with stakeholders in a collaborative approach to develop safe systems of work and processes based on legislation and best practice.

### 3. KEY RESULT AREAS & PRINCIPAL DUTIES AND RESPONSIBILITIES

#### **Policies / procedures / processes & safe systems of work**

- Establish, review and update policy, procedure and processes
- Carry out implementation and monitor effectiveness of these areas
- Communicate policy changes to the wider organisation
- Advise and support with answering policy and process queries

#### **Budgets**

- Spend within parameters, sign off agreed limits
- Record budgets spend and report to the H&S Manager periodically

#### **Training and Development**

- Work with OD to develop training, and support H&S basic training in the workplace, develop materials
- Develop training materials and carry out H&S training in a range of areas as required.
- Work with OD to develop and implement Training needs Analysis in consultation with Management

## **Risk Management**

- Advise and support to reduce H&S risk
- Advise and support the compliance team as and when required
- Review, develop and implement H&S risk assessments with a collaborative approach

## **KPI Reporting and Data Management**

- Support the manager with accurate data and statistics to develop H&S reports
- Record H&S information on the H&S systems and provide data/ reporting on KPI

## **Auditing, Inspections and Assurance**

- Administer and carry out auditing and inspections as required and root cause analysis / trends and corrective actions
- Maintain information on inspections and Audit and RAG processing / reporting

## **Incident reporting, management and investigation**

- Review incident reports and feedback as required
- Carry out incident investigation as required
- Advise on management of ongoing incidents
- Advise on and carry out RIDDOR reporting if required

## **Other**

- Support and carry out H&S projects as required
- Support the development of a safe and collaborative culture
- To undertake administration duties related to H&S management
- Organise, administer and record the H&S group meetings and attend other H&S meetings as required
- Maintain H&S systems and record data accurately
- Advise and support with answering queries to the required timescales
- Cover the H&S manager and provide advice as required

## **3.2 KEY PERFORMANCE INDICATORS**

Report on a range of Organisation H&S KPI's to the H&S Manager.

## **3.3 KEY CONTACTS – EXTERNAL AND INTERNAL**

Deputise for H&S manager with the following if required

- H&S Executive
- Scottish Fire and Rescue Service
- Other external stakeholders and bodies, including solicitors and insurers

- Institute of Occupational Safety and Health
- Board, ELT, SLT and all staff
- GMB
- Forums
- Working groups
- Other RSL's

### 3.4 HEALTH AND SAFETY

- Ensure that Health and Safety guidelines and fire regulations are strictly adhered to
- Comply with safe working practices as defined by Cairn Housing Association
- 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 Association policies at all times.
- Take part in progress/performance reviews throughout the year.
- Cooperate with other Cairn Housing Association 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 Association values and behaviours to every aspect of the role at all times
- Promote and maintain the brand standards of Cairn Housing Association.
- Adhere to the codes of conduct expected of a Cairn employee.

## DRAFT Person Specification

CRITERIA

ESSENTIAL

DESIRABLE

<p><b>Qualifications and specific training and experience</b></p>	<p>NEBOSH Certificate or equivalent as a minimum and preferably NEBOSH Diploma</p> <p>IOSH membership at professional grades.</p>	<p>NEBOSH Diploma</p> <p>Certification in Risk Assessment</p>
<p><b>Knowledge</b></p>	<p>Demonstrate a comprehensive knowledge of H&amp;S law and legislation</p> <p>Extensive knowledge and experience of working at Officer level in a H&amp;S service in a equivalent sized employer</p> <p>Experience of a broad range of H&amp;S areas relevant to the role, including risk assessments and high-risk areas such as the 'big 7' and other relevant risk areas for RSLs</p> <p>Demonstratable Project Management skills</p>	<p>Sector knowledge and experience</p> <p>Knowledge of construction and property maintenance, working with DLOs and contractor management</p> <p>Knowledge of ISO 45001</p> <p>Knowledge of related management systems and standards, including ISO 9001 and ISO 14001</p>
<p><b>Skills</b></p>	<p>Ability to assess, prioritise, and organise workload effectively, to work under pressure and meet deadlines</p> <p>Organised, adaptable, and able to deal with conflicting priorities and a busy complex workload</p> <p>Considerable experience of:</p> <ul style="list-style-type: none"> <li>• Developing and implementing H&amp;S management systems.</li> <li>• Undertaking and reviewing risk assessments</li> <li>• H&amp;S inspection and auditing</li> <li>• H&amp;S incident investigation</li> </ul>	<p>Experience of writing and delivering training</p> <p>Experience of carrying out DSE assessments.</p> <p>Trained in first aid</p> <p>Fire risk assessment, fire warden</p> <p>Experience of working with electronic H&amp;S software systems</p>

	<p>Collaborative working to ensure effective project delivery and informed decision making</p> <p>Strong negotiator and influencer with interpersonal skills</p> <p>Gathering, analysing and reporting key H&amp;S data and KPI</p> <p>Report writing skills</p> <p>Critical listening skills and an ability to have challenging conversations</p> <p>IT Literate in the use of IT programs and H&amp;S systems and proficient in Microsoft Office</p>	
<b>Personal attributes</b>	<p>Compassion, humanity, and fairness in approach</p> <p>Handling highly confidential information in a trustworthy way</p> <p>Proactively develop and sustain relationships with key stakeholders to inform and influence</p> <p>Ability to select appropriate communication channels to engage and gain buy in from different audiences</p> <p>To be able to adapt decisions and practices to take account of changing priorities and external influences</p> <p>Detail orientated, proactive and committed to safety</p>	
<b>Additional requirements</b>	<p>Valid driving license and car owner</p> <p>Ability to frequently visit Cairn locations as and when required, including periodic overnight stays.</p>	

