

Job Description

Health & Safety Manager

RESPONSIBLE TO: Executive Director of Resources

JOB PURPOSE:

Responsible for development, improvement and monitoring of Peaks & Plains Housing Trust Health, Safety and Environmental practices. Internal auditing of governance, compliance and safety assurance.

'WHAT' – you do!

- Provide Health & Safety and environmental advice and support to the Board, the Executive Management Team and Employees of Peaks & Plains Housing Trust, as required, including the provision of focused training and update sessions to staff and stakeholders
- Contribute to the development and review of key HSE documentation for the housing trust
- Focus on strategic development of the Trust's safety and environmental skills
- Advise the Executive Management Team on legal compliance and best practice relating to HSE issues
- Keep up to date with HSE legislation and guidance and monitor the housing trust's compliance with sector and industry best practice
- Develop and maintain HSE management systems across all Peaks & Plains Housing Trust operations
- Conduct internal audits of HSE activities across the housing portfolio and locations
- Carry out wide ranging risk assessments for Peaks & Plains Housing Trust and advise on risk mitigation and elimination, particularly with respect to fatal risks in housing
- Raise awareness of the highest standards of HSE in construction of new projects and in commissioning, operation, maintenance and decommissioning of services
- Produce regular Health & Safety reports, and periodic environmental reports as required
- Liaise with HSE, Fire and Rescue Authorities, environmental regulators and local authorities, as appropriate on safety and environmental risks
- Liaise with HR professionals on HR / HF and occupational health risks to employees and identify relevant training needs for employees and contractors etc.
- Derive high quality safety communications to raise timely awareness of issues
- Carry out incident investigations, when required

'HOW' – you do it!

We deliver the above by displaying the following values and behaviours:

- Transparent with everyone, always being open, honest and clear, with ourselves and others ensuring feedback is given in a timely fashion and we commute effectively across the Trust.
- Restless in your approach to finding better ways we're better tomorrow by challenging what we are doing today. Always looking at best practice to ensure we are forward thinking and innovative
- Upfront and honest. We are bold, confident and direct. We say it as it is. However, we will not be shouty or rude but constructive and clear with people, so they know WHAT we expect from them and HOW they deliver it.
- Skilled - We invest in our people and attract talent so the Trust thrives. We invest in staff to deliver our high performing culture
- Together – championing a “one team” ethos. We support and talk to each other across teams to help improve lives. We work on delivering more through project teams – rather than the functional/hierarchical teams

No job description can cover every task which may arise within the post. The post holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

Person Specification

	ESSENTIAL/DESIRABLE	ASSESSMENT
Behaviour		
Transparent with your teams and peers	E	I/A
Restless in your approach to finding better ways	E	I/A
Upfront and honest	E	I/A
Skilled - continually improving	E	I/A
Together – championing a “one team” ethos	E	I/A
Experience		
Leading motivated and high performing teams	E	I/A
Consistently delivering targets and KPI's	E	I/A
Working in a customer focused environment.	E	I/A
Understanding of current external issues which impact on housing services	E	I/A
Practical work experience in a multi-site organisation	E	I/A
Leading staff through organisational & cultural change	E	I/A
Developing & delivering organisational strategies	E	I/A
Implementing effective cross-team working	E	I/A
An ability to communicate with people freely at all levels	E	I/A
Enthusiastic, proactive and committed to improving safety and environmental standards	E	I/A
Previous experience of managing health and safety in housing, construction or facilities/property sectors.	D	I/A
Skills/Abilities		
Professional or management qualification	E	I/A
Graduate level education	D	I/A
H&S qualifications ie IOSH or NEBOSH equivalent	E	I/A
Professional affiliation	D	I/A

Knowledge of ISO 45001, ISO 14001 and ISO 9001 management systems	E	I/A
A recognised qualification in Environmental Management	D	I/A
Ability to scrutinise and challenge with confidence	E	I/A
Influencing & Coaching	E	I/A
IT Skills	E	I/A
Effective written and verbal communication	E	I/A
Current motor vehicle driving license	E	I/A

METHOD OF ASSESSMENT

- A** **Application form**
- I** **Interview**
- S** **Skills Test**
- C** **Production of Certificates**