



# barcud

## Job Description

### Health and Safety Manager

All criteria are Essential unless indicated otherwise

**Reports to:** Health and Safety Compliancy Manager

**Responsible for:** n/a

**Overall Job Purpose:** Support the Head of Planned Maintenance and Health & Safety Compliancy Manager in ensuring Barcud is meeting its statutory, regulatory, legal and moral responsibilities for the health and safety of its staff, in-house contractors, its residents and their visitors. Promoting high standards of health and safety (H&S) across all areas of Barcud Housing Association.

The post holder will have already achieved a recognised qualification in H&S (e.g. NEBOSH National Diploma in Occupational H&S, MSc. or BSc. in Occupational H&S)

#### General Responsibilities

- Operating within the Landlord Compliance and Employee Health & Wellbeing Working Groups to provide strategic H&S advice and support on all matters of H&S to the executive team, heads of service, managers, officers and operational staff;
- Assist in policy reviews and lead in procedure reviews in relation to H&S;
- Assist the Health & Safety Compliancy Manager in reviewing H&S provisions and activities across Barcud. Implement improvements and assist in developing and delivering action plans across Barcud services areas;
- Support Barcud with meeting and exceeding its responsibilities under compliance legislation including but not limited to HHSRS risk assessments, fire safety, electrical safety, LOLER, heating, legionella and asbestos.
- Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
- Be responsible for the identification and resolution of instances of non-compliance, maintaining appropriate records and data on all instances of such non-compliance.
- Undertake risk assessments and consider how risks could be reduced outlining safe operational procedures which identify and consider all relevant hazards.

- Undertake investigations following staff, resident or In-house contractor accidents or near misses. Document findings, report to management and if required, to the HSE under RIDDOR.
- Support maintenance officers to ensure compliance and construction services are delivered to a high Health & Safety standard including the undertaking of site Health & Safety inspections and audits.
- Assist in achieving all necessary approvals for proposed construction programmes of work, such as CDM, health and safety approvals and contractor approvals.
- Undertake estate surveys and post inspection of completed construction and compliance works.
- Provide specialist advice, training and support to staff on health and safety related issues and contribute to the wider risk management agenda.
- Supervise designated staff

*This job description is not intended to be an exhaustive list and in view of changing demands, legislation, and regulations, these duties may be reviewed and revised as deemed reasonable and appropriate.*



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## Personal Specification

### Health and Safety Manager

This person specification details the experience and skills for the position of Health and Safety Manager at Barcud. All skills and experience are essential except where explicitly indicated to be desirable (D).

#### Qualifications

- A recognised qualification in Health and Safety (e.g. NEBOSH National Diploma in Health and Safety, MSc. or BSc. in Occupational Health & Safety etc.).
- HNC/D in Building Studies or equivalent building related qualification. (D)
- Membership of a relevant professional body.
- Educated to A level standard or equivalent. (D)
- Evidence of H&S experience within a fast moving customer focused environment.
- Evidence of continually developing professional knowledge.

#### Experience

- Strong track record of delivering Compliance programmes.
- Monitoring programmes of major works and resolving issues as they arise.
- Monitoring the quality of service providers.
- Analysing problems and devising effective solutions.
- Providing advice on Compliance matters based on the context of the organisation's stock profile.
- Procuring the services of providers for Compliance activities.
- Overseeing databases and records related to Compliance activities.
- Public sector or Housing Association experience. (D)

#### Skills / Knowledge

- Strong understanding of H&S legislation and regulations relating to Compliance.
- Ability to handle instances of non H&S compliance swiftly and effectively.
- Knowledge of Health & Safety, including asbestos management.
- Awareness of building construction techniques.
- Good knowledge of the requirements of technical standards related to residential stock condition.
- Able to produce comprehensive quality reporting for effective decision making.
- Willing to learn Welsh to ALTE level 3 within 2 years (if not already a Welsh speaker).
- Ability to deliver results to tight deadlines under pressure.
- Excellent IT skills.

- Sound numerical, reasoning and written communication skills.
- Proven competency to handle confidential and sensitive information.
- Able to set appropriate and challenging performance targets for self.
- Ability to promote equality and diversity in all aspects of employment and service delivery.
- Excellent written and spoken communication skills in order to explain health and safety processes to a range of people and to give presentations to groups.
- Negotiating skills to convince managers of the need to implement and maintain safety standards.
- Employ patience and diplomacy within a professional working environment
- Attention to detail.
- A flexible approach to work.
- A driving licence - essential for jobs involving travel between sites.