



barcud

Job Description

Health & Safety Manager

All criteria are Essential unless indicated otherwise

Reports to:	Director of Safe Homes
Responsible for:	Team members
Area of Work:	Newtown / Aberystwyth / Lampeter Aberystwyth
Base:	Flexible to Meet the Successful Candidates Home Geographical Area

Overall Job Purpose:

Lead on matters of Health & Safety (H&S) and compliance ensuring Barcud is meeting its statutory, regulatory, legal and contractual responsibilities for the H&S of its employees, in-house contractors, its residents and their visitors. Promote high standards of H&S across the Barcud Group.

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

- Act as duly appointed competent person for key compliance areas, ensuring that statutory and service provisions across Barcud are being delivered including but not limited to HHSRS risk assessments, fire safety, electrical safety, gas safety, LOLER, legionella and asbestos.
- Lead on Barcud's Landlord Compliance working group to provide strategic H&S advice and support on all matters of H&S. This includes advising the Board, Leadership Team, heads of service, managers, officers and operational staff.
- To promote a positive Health & Safety culture within the Group and identify improvements, develop new processes alongside operational colleagues and monitor action plans to ensure that the working environment is safe for all colleagues.

- To provide regular written and verbal reports to Boards, Committees, Leadership Team, Operational Management Team and regular staff briefings, as well as at tenant events and provide relevant updates for staff and tenants' newsletters.
- Assist in policy reviews and lead on procedure reviews in relation to H&S.
- Advise on a range of specialist areas, e.g. fire regulations, hazardous substances, noise, safeguarding machinery and occupational diseases.
- Undertake risk assessments and consider how risks could be reduced outlining safe operational procedures which identify and consider all relevant hazards.
- Monitor health and safety on new build developments, refurbishments and capital projects ensuring that contractors and the internal trades-team comply with all legislation and adhere to good practice.
- In conjunction with key officers, undertake investigations following employee, resident or in-house contractor accidents, incidents or near misses on Barcud properties or involving Barcud vehicles. Document findings, report to management and if required, to the HSE under RIDDOR.
- Be the main point of contact with the Health & Safety Executive and promote the use of their guidance and resources.
- Assist in achieving all necessary approvals for proposed construction programmes of work, such as CDM, H&S approvals and contractor approvals.
- Support technical officers to ensure compliance and construction services are CDM compliant and delivered to a high H&S standard. This includes the undertaking of site H&S inspections and audits.
- Provide specialist advice, training and support to staff on H&S related issues and contribute to the wider risk management agenda.
- Monitor and manage health & safety consultants that may be used from time to time.
- Work with Barcud's training team to develop and implement health and safety training plans which ensure that each colleague receive statutory training and training that's commensurate with the risks they face in undertaking their roles.

Personal Specification

Qualifications

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

Experience

- Experience of working under pressure achieving challenging deadlines
- Analysing problems and devising effective solutions.
- Providing advice on health safety and compliance matters, whilst also reinforcing the message that everyone has health & safety responsibilities
- Procuring the services of providers for Compliance activities.
- Overseeing databases and records related to Compliance activities.

Skills / Knowledge

- Strong understanding of H&S legalisation and regulations relating to Compliance.
- Ability to handle instances of non H&S compliance swiftly and effectively.
- Knowledge of H&S, 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 H&S 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