



Job Reference 0064 - 0385

Role of Health, Safety & Wellbeing Adviser

Thank you for your interest in working with us. This job pack contains a copy of the advert as well as the job description and person specification.

Trust requires all external applicants to complete our Application Form. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

Your application can be emailed as an attachment to jobs@trustha.org.uk or posted to: Jobs, Trust Housing Association Ltd, 12 New Mart Road, Edinburgh, EH14 1RL no later than **the closing date of 12 noon on 26th January 2018 as Interviews will be held on 13th February 2018.**

Our interview shortlist is determined by how you match up against the skills and experience the role demands and only successful applicants will be contacted again to attend the interview.

May I take this opportunity to thank you for your interest in working with us and wish you every success for the future.

Regards

Sharon Chalmers

Sharon Chalmers
HR Assistant
0131 444 1200



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Role: Health, Safety & Wellbeing Adviser
Salary: £31,238 - £33,770
Location: Edinburgh or Glasgow
Job type: Permanent, 35 hours
Job Ref: 0064 - 0385
Closing Date: 26th January 2018
Interviews: Tuesday 13th February 2018



Are you looking for an exciting and challenging role in a progressive Housing Association?

Trust is an Investor in People Gold accredited employer, a Leader in Diversity and a great place to work.

We are looking to recruit a Health, Safety and Wellbeing Adviser and in return for your enthusiasm and commitment we will offer you: -

- Competitive salary of £31,328 - £33,770 per annum
- Access to paid training & continued personal development
- Generous holiday entitlement and flexi-time

As an experienced and qualified professional, you will fulfil a key role in providing specialist advice, guidance and support in the development and delivery of our health & safety and fire safety management systems, employee wellbeing programmes and business continuity planning arrangements.

You will hold a formal health & safety qualification or accreditation recognised for membership of the IOSH at Technician level (or equivalent) together with membership of IOSH and evidence of CPD.

You will have the ability to work collaboratively with colleagues, possess excellent written and oral communication and IT skills, with a flexible 'can do' attitude. Above all you will demonstrate the ability to quickly establish your credibility as a professional adviser and lead expert and to positively engage managers and staff at all levels in all matters relating to health, safety and employee wellbeing .

The post is based in either our Edinburgh or Glasgow office although travel to other offices and locations will be required. Full UK driving licence required.

If you feel you have the skills and experience to become our part time Rent Officer and you'd like to work with a prestigious and well established company working in a person-centred culture that puts people at the heart of all we do, then we'd like to hear from you. NO AGENCIES.

Trust requires all applicants to complete our Application Form, CV's will not be accepted. This gives us the information on candidates in a consistent way which helps standardise the shortlisting and interview processes.

We are an equal opportunities employer and welcome applications from all sections of the community.

Trust Housing Association is a Registered Scottish Charity- SC009086



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Trust Housing Association Ltd

Job Description



POST: Health, Safety & Wellbeing Adviser

LOCATION:
Edinburgh or Glasgow

PURPOSE OF JOB

To support and facilitate the management of health & safety, fire safety and employee wellbeing throughout the organisation by providing specialist support, advice, guidance on best practice and training, and to monitor processes which enable the Association to positively fulfil its commitment to health, safety and employee wellbeing. To contribute to the development and promotion of a strong and positive health, safety and employee wellbeing culture within the organisation. To assist in the management and administration of service continuity and emergency planning arrangements.

MAIN DUTIES & ACTIVITIES

1. Provide advice to management, staff and the Association's Board on all aspects of health & safety policy, practice and procedure associated with the business and activities of the Association.
2. Revise, update and develop the Association's Health & Safety Policy and Health & Safety Manual to ensure compliance with statutory requirements and help promote best practice in health & safety management.
3. Liaise closely and work positively and collaboratively with all departments and line managers to ensure all matters relating to health & safety planning, risk assessment and fire risk assessment and training are progressed effectively.
4. Assist other departments in any issue of health & safety involving or potentially involving the work of contactors.
5. Develop a framework and programme for health & safety risk assessments to be carried out regularly in all developments and offices.
6. Monitor, support and advise others undertaking health & safety risk assessments; and where necessary carry out risk assessments.
7. Monitor the health & safety risk assessment process and programme to ensure risks, corrective action and remedies are highlighted and responded to within required timescales in conjunction with managers and other staff. Update and maintain the risk assessment management system.



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8. Manage and oversee specialist fire risk assessment arrangements in relation to all housing developments in conjunction, where appropriate, with external consultants and specialists.
9. Liaise with external bodies including the Care Inspectorate and Fire & Rescue Services on all matters relating to fire safety and fire risk assessment, ensuring all requirements and duties placed upon the Association as a landlord and provider of specialist housing for older people (including sheltered housing, housing with care and supported housing developments) are met.
10. Undertake audits of health & safety management arrangements in developments and offices and progress all necessary remedial action in conjunction with other departments and line managers.
11. Monitor the implementation and effectiveness of the Association's health & safety policies, practices and procedures across the Association.
12. Ensure that all records and recording systems are in place and maintained in respect of all health & safety matters including statutory reporting of accidents and other incidents.
13. Provide reports as required on all aspects of health & safety management and related key performance targets.
14. Investigate, where required, accidents, dangerous occurrences and other incidents, provide reports, recommend remedial action and where necessary liaise with the Health & Safety Executive and/or other statutory and enforcement authorities.
15. Work in conjunction with the HR Officer (Training & Development) and other colleagues in the following areas:
 - Advising on the content of training and briefing sessions on health & safety matters;
 - Delivering training in Load Management and Hoists and Equipment to staff at various locations;
 - Delivering training related activities on health and safety related issues including Risk Assessment process to staff at various locations
 - Developing and implementing 'eLearning' and on-line induction and training solutions to geographically spread staff in health & safety matters;
 - Work in conjunction with HR Department colleagues in developing a positive approach to employee wellbeing and healthy working initiatives and health promotions, including stress audits and stress management initiatives.
16. Keep fully informed about new or amended health & safety legislation, regulation and practice and advise management on any action required to ensure compliance and participate actively in personal training and development opportunities.



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17. Provide written reports on a range of health, safety and employee wellbeing matters for the Board, Leadership Team and others as required by the Director of Asset Management.
18. To play an active role in the Health, Safety & Wellbeing Management Group.
19. To assist in the management and administration of service continuity, emergency planning, business continuity and on-call cover arrangements including the maintenance of systems and liaison with alarm receiving centres.
20. Play an active role as a member of the Association's Business Continuity Crisis Management Team with particular regard to issues concerning health, safety & employee wellbeing.
21. Undertake such other reasonable duties consistent with the scope of the post as may be required by the Director of Asset Management or Chief Executive

EQUALITY & DIVERSITY

Trust is an Investor in Diversity organisation and as such we seek to promote equality, inclusion and diversity in all that we do.

You will be required to:

- Be aware of and engage with Trust' EDI Strategy and Policies, IID and LID action plans surveys, induction & review sessions and focus groups.
- Contribute to EDI discussions in team meetings and share updates and case studies
- Ensure your EDI training is up to date
- Attend EDI learning and networking events
- Access where relevant, EDI information on Trust's intranet
- Be clear of your responsibilities for EDI as a staff team member and the expected behaviours and values set by Trust
- Challenge any inappropriate behaviour, bullying or harassment and discrimination and report it through the appropriate channels.

REPORTING ARRANGEMENTS

The post holder reports to the Director of Asset Management who will agree appropriate outputs through regular one to one workplan meetings. The post holder will, however, be responsible for delivering agreed outcomes.



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PERSON PROFILE AND SPECIFICATION

Skills & Abilities	Essential	Desirable
As the principle competent person within the organisation, able to demonstrate a clear understanding of the management of health, safety, employee well-being and fire safety requirements.	✓	
Experienced health & safety professional with strong knowledge and understanding of current health & safety legislation, management systems and best practice.	✓	
Confidence to operate with credibility as a professional adviser and lead expert in the area of health & safety dealing with staff and managers at all levels of the organisation.	✓	
Excellent written communication skills and ability to develop and produce clear, accurate and informative management reports, statistics and information on key performance indicators.	✓	
Well developed IT skills and experienced in using a range of office related IT packages in day to day work.	✓	
Experience in the development or implementation of on-line/ learning solutions to health & safety training.		✓
Education, Qualifications, Training & Development	Essential	Desirable
A formal health & safety qualification or accreditation recognised for membership of the IOSH at Technician level (or equivalent).	✓	
Membership of IOSH and evidence of CPD.	✓	
IOSH recognised qualification at Graduate level,		✓
NEBOSH Certificate (or equivalent) in Fire Safety & Risk Management		✓
Other factors and attributes	Essential	Desirable
Possession of a current full UK driving license. And able to travel to other locations.	✓	
Equal Opportunities	Essential	Desirable
This organisation is working actively to promote equality of opportunity both in its employment practices and in the delivery of its services. It is essential that the post holder is willing to work in accordance with existing policies and Codes of Practice.	✓	