

Role Profile

Assistant Health & Safety Advisor

Reports to:

Group Health & Safety Compliance Manager

Team:

Health & Safety Team – Support Services

Line Manages:

None

Location:

Morfa Gele – Abergele with site visits across all operational areas

Salary, Hours and Holidays:

Hours of work: Full-time, Permanent (37 hours per week)

Salary: TBC gross per annum

25 days holiday plus bank holidays (rising to 32 days with service) plus flexi-time as per organisational policy

Job Purpose:

This is a development role, allowing the successful applicant to become proficient in all areas of stated responsibility and execute the role of 'competent person' for health and safety and assist Cartrefi Conwy and its subsidiaries in achieving compliance as per legislative requirements and best practice that promotes a proactive and highly visible health and safety culture. The development opportunity is to a Group Safety, Health & Environment Advisor role and requires a minimum 1 year full time H&S experience, along with the minimum qualification of NEBOSH General Certificate in Occupational H&S, with the willingness to complete additional qualifications if they are not already held by the successful applicant, such as (but not limited to): NEBOSH Diploma in Environmental Management, NEBOSH Fire Certificate and NEBOSH Construction Certificate. Both the assistant advisor role & Group advisor will have an element of site based and office based activities. Working in areas, such as: housing, construction and manufacturing.

Support the H&S team with administrative arrangements, as required, such as, but not limited to: data management systems, various tracker management, collating data for the H&S Committee, Board reports and RoSPA workplace achievement award.

Role Dimensions:

Provision of advice and support in relation to the H&S arrangements across Cartrefi Conwy and its subsidiaries sourcing specialist health and safety advice as required.

Focus and Key Responsibilities:

Undertake site inspections, audits and observational visits, initially supported by senior members of the H&S team and progressing to leading on such site activities.

Support the review and generation of various documents including: risk assessments, policies and method statements.

Provide H&S advice and support to all areas of the Group's undertakings.

Attend and participate in meetings.

Assist in accident investigations and implementing measures of improvement and preventative actions.

Co-ordinate the administration for all aspects of environmental and health and safety arrangements across Cartrefi Conwy and its subsidiaries.

Monitor the key performance & risk indicators across the group and prepare reports for the attention of the Statutory Compliance Groups plus Health & Safety Committee.

Co-ordinate the health and safety arrangements in relation to all areas, including: fire marshals, elected health & safety representatives, lone working, HAVS, air quality, and first aiders.

Support on the co-ordination of the external accreditation of all health and safety related awards.

Liaise with third party organisations as required.

Support the administration and co-ordination of the health surveillance programme to ensure that health checks are conducted in accordance with the legislation and policy.

Contribute to the effective maintenance of the H&S related software enabling and supporting users.

Professional development

Following the attainment of the stated minimum qualifications and full time 'on the job' experience, as evidenced through successful sign off being obtained, the successful applicant will then progress to a Group Safety, Health & Environment Advisor position.

Areas of complexity:

The legislative environment (H&S Legislation) creates scope for interpretation depending on the circumstances of any case. This presents a variety of potential courses of action and a requirement to balance the likely risks against ever developing case law in order to advise managers on H&S issues.

Training and development

On completion of the minimum 1year full time assistant H&S Advisor programme, the post holder is expected to become a competent health & safety Advisor within the legal definition as enshrined in the various aspects of health and safety legislation.

The post holder will be expected to complete the NEBOSH National Diploma which will entitle them to use "DipNEBOSH" after their name. They will then be supported to apply for Certified Membership with the Institution of Occupational Safety and Health (CertIOSH).

In addition, the post holder will be supported on the job and be set local objectives and milestones to further their practical knowledge of all of health and safety practice.

Further training will entail completion of various courses such as: CDM Workshops (SMSTS -CITB).

General

- The job description is designed to provide a general overview of a role, responsibilities and accountabilities and does not list every requirement.
- Employees are expected to carry out reasonable management instructions and other duties commensurate to the role that are lawful, ethical, within the scope of their duties, and consistent with company policies and procedures.

Key Relationships:

External: Tenants, community members, face to face when undertaking neighbourhood inspections.

Trade Contractors, face to face and by e-mail or via the telephone to maintain open channels of communication in order to ensure delivery of H&S compliance.

H&S Training/ equipment providers to seek quotes agree, content etc on a monthly basis.

Contractors, to audit and check working practices.

H&S Network groups, monthly for guidance and benchmarking.

Enforcing authorities (HSE, Environmental health, Building Inspectorate) as required guided by line manager and H&S Officer, North Wales Fire and Rescue Service.

Internal: Staff – daily to provide advice and guidance on H&S administrative arrangements.

Line Manager – to provide updates.

Health & safety Team – to work as a team supporting each other’s endeavours and portfolio

Person Specification

Qualifications:

	Essential/ Desirable	Assessed by? Application (A) or (Curriculum Vitae (CV)/ Covering Letter (CL) for senior roles) I – Interview (I) or Ability Test
Possession of NEBOSH National General Certificate in Occupational H&S & ideally Degree level of education	D	A/I
Hold or willingness to work towards membership of a relevant professional body (e.g. IOSH) and then maintain this moving forward.	E	A/I

Knowledge and Experience:

	Essential/ Desirable	Assessed by?
Relevant workplace experience in H&S. Ideally in: housing, construction, manufacturing.	E	A/I
Experience of conducting research and drafting reports, business documents and procedures	D	A/I

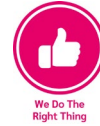
Skills:

	Essential/ Desirable	Assessed by?
Possession of numerical and analytical skills and proficiency in the Office Microsoft packages	E	Application/Ability Test
Planning, prioritising and organising skills	E	A/I
Accuracy and attention to detail in site observations, documentation review and data entry	E	Ability Test
High level of emotional intelligence (good with people)	E	I
High ability to communicate, both written and verbally; including presenting to others.	E	A/I
The ability to communicate fluently both verbally and in writing through the medium of English	E	A/I
The ability to communicate fluently both verbally and in writing through the medium of Welsh	D	A/I
Ability to drive in the UK with access to own vehicle (if relevant for the role)	E	A

Cartrefi Commitments

Cartrefi Commitments; all colleagues must be able to commit to;	Essential/ Desirable	Assessed by?
Do the right thing - always aim to do the right thing, even when no one is watching. Show integrity in every action.	E	Interview
Lead by example – Be proactive and solution-focused, taking personal responsibility.	E	Interview
Stronger together – Work as one team. Communicate openly and effectively, supporting each other, treat everyone with respect. Together, we achieve more.	E	Interview

Equal Opportunities Statement Cartrefi Conwy are committed to Equality and Diversity in our activities and welcome applications from all qualified candidates.



*Where disability precludes, this will be reviewed with the candidates at the interview stage to ascertain if there are any reasonable adjustments that can be made to this requirement.

Data Protection: Your personal data will be handled in accordance with GDPR and the Data Protection Act 2018. We will use your data solely for recruitment purposes and will not share it with third parties without your consent.