**GOLEUDY**

**Job Description**

**Job Title: Health and Safety Manager**

**Reports to: Executive Director (Finance, Business, Assets and Compliance)**

**Location: Swansea, but covering a small portfolio across SW Wales**

**Hours: 35 hrs per week**

**JOB PURPOSE**

Reporting directly to the Executive Director, the Health and Safety Manager (HSM) will be responsible for managing all aspects of Goleudy’s Health and Safety (H&S) systems and practice.

As the go-to H&S Competent Person and operational lead, the HSM will be focussed on ensuring that the organisation maintains and grows a strong H&S culture, providing assurance and putting H&S at the core of our operations.

The post holder will pay close attention to compliance, working closely with the Property Manager, and will maintain excellent relationships with internal and external stakeholders. They will be passionate about creating a safe and healthy environment in which our vital services can operate.

The HSO is an important position that contributes significantly to the Charity’s operations. This is an exciting and varied role requiring initiative and autonomy within a small but growing team.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

**HEALTH AND SAFETY**

1. To provide operational H&S management across the organisation.
2. To act as the ‘Competent Person’ for H&S matters, working closely with the leadership team, identifying and responding to current legal and best practice requirements.
3. To actively promote a positive H&S culture across the organisation, working closely with the Property Manager to ensure compliance.
4. To work proactively with managers and other key employees to establish and maintain a programme of continuous improvement in the management of health, safety and wellbeing.
5. To deliver an improvement in H&S performance through the implementation of Goleudy’s H&S management system (online system, policies, work instructions and practices), ensuring that structures are in place and are adhered to without exception.
6. To work closely with the Property Manager and landlords/owners, where relevant to ensure that property H&S compliance requirements are controlled, documented and maintained in accordance with policy and regulations.
7. To ensure fire safety at all properties, including e.g. co-ordinating fire drills, the testing of fire alarms, ensuring correct notices and signage are displayed and that fire extinguishers are appropriately maintained, etc.
8. To manage and oversee risk assessment systems across the organisation.

1. To coordinate incident investigation activities including the identification of root cause and corrective action, complying with the requirements of RIDDOR and our insurance policies.
2. To liaise with HR on health and wellbeing issues particularly where a risk assessment has identified a need, including supporting HR and line managers in carrying out individual risk assessments when required.
3. To undertake regular H&S inspections and audits, prepare action plans with SMART objectives, alongside project managers, and address the issues identified.
4. To collect, analyse and report on organisational H&S performance and incident data.

**OTHER DUTIES**

1. To contribute to multiple complex projects at once, with a focus on achieving agreed objectives on time and within budget.
2. To comply with Health and Safety regulations and the Charity’s working procedures.
3. To contribute to HR processes alongside leadership team colleagues where required, including conducting and writing investigations, disciplinary and grievance panels and legal compliance.
4. To work collaboratively with the ELT and leadership team colleagues.
5. To contribute to formulating and maintaining the policy framework and designing, writing, communicating and implementing procedures.
6. To maintain a working knowledge of Health and Safety Executive (HSE) legislation and guidance (including any developments) relevant to the Organisation.
7. To establish and maintain good working relationships both within the organisation and with the organisation’s stakeholders and customers.
8. To undertake training as required, whether identified by self or others in the organisation.
9. To carry out any other duties reasonably determined by the Executive Director.

# Health and Safety Manager

# Person Specification

|  |  |  |
| --- | --- | --- |
| **1** | **Skills** | **E/D** |
| 1.1 | Good planning, prioritising and organisational skills and able to take personal responsibility to deliver agreed outcomes | E |
| 1.2 | Highly developed ability to multi-task high level tasks and projects | E |
| 1.3 | Ability to collaborate effectively both across the business and with external stakeholders | E |
| 1.4 | Demonstrates a quality driven approach to tasks, with attention to detail/accuracy/high performance standards | E |
| 1.5 | Strong communication skills with the ability to engage and build strong relationships at all levels | E |
| 1.6 | Good report writing and presentation skills | E |
| 1.7 | Sound leadership and management skills with the ability to influence at a senior level, gaining agreement to plans and ideas | E |
| 1.8 | Ability to contribute to developing high quality, robust policies and procedures, using knowledge of good practice and law | E |
| 1.9 | Demonstrates resilience and shows courage whilst maintaining high performance even when under pressure | E |
| 1.10 | Sound analytical and problem-solving skills | E |
| 1.11 | Ability to lead continuous improvement initiatives | E |
| 1.12 | Ability to communicate in Welsh | D |
| **2** | **Knowledge and Qualifications** | **E/D** |
| 2.1 | Demonstrable understanding of H&S systems and requirements. | E |
| 2.2 | Demonstrable understanding of Fire Safety systems and requirements |  |
| 2.4 | Demonstrable project management skills | E |
| 2.6 | Hold a NEBOSH General Certificate or equivalent certificate | E |
| 2.7 | Hold an IOSH Chartered Membership or working towards Chartered Status | D |
| 2.8 | Car Owner in possession of full driving licence and Business level insurance. | E |
| **3** | **Behaviours** | **E/D** |
| 3.1 | Possession of a strong work ethic and personal resilience | E |
| 3.2 | Commitment to uphold the Goleudy way of doing things to support our culture | E |
| 3.3 | Demonstrating behaviours that are entirely consistent with the organisation's values | E |
| 3.4 | Being a positive role model for all our colleagues | E |
| 3.5 | Willingness to take ownership and responsibility – never walking past a problem | E |
| 3.6 | A good team player, ready to offer support and respond to ad hoc requests for help from colleagues | E |
| 3.7 | Professional and confident approach when dealing with a wide range of people. | E |

**Key:**  Essential E Desirable D