

Health & Safety Advisor

Grade	Contract Type
E	Regional Worker

Head of Health and Safety ↓ Health & Safety Manager ↓ Health & Safety Advisor ↓ No direct reports

Department
Corporate Services → Health & Safety

Role Overview

To support the Health and Safety Manager in providing H&S advice to the Development and Repairs & Maintenance teams.

To undertake a programme of assurance visits and H&S inspections of Development Sites and Repairs & Maintenance operatives.

RESPONSIBILITIES

- Support the H&S Manager with day-to-day health & safety queries relating to Repairs & Maintenance.
- Provide H&S advice and support to the Development team.
- Undertake a programme of assurance visits and H&S inspections of Development sites and Repairs & Maintenance operatives using Safety Culture
- Produce regular reports from health & safety assurance visits and inspections.
- Analyse inspection reports to identify any health & safety trends.
- Assist the H&S Manager with the completion of monthly H&S reports.
- Assist with the development and implementation of corporate Health and Safety procedures, particularly those that relate to Repairs & Maintenance.
- Attend health & safety meetings and other departmental meetings as required.
- Support the H&S Trainer with delivery of the YHG H&S Training Programme as required.
- Promote awareness of Health and Safety in the workplace via active partnership working with colleagues and others who may be affected by Group activity
- Undertake additional duties appropriate to the role and/or grade.

Our values



Honest & Reliable
We are authentic, open and dependable; and we do what we say we'll do.



Caring
We show kindness and consideration to our customers and each other.



Respectful & Fair
We listen to people, and strive for equity and inclusivity in all that we do.

STRENGTHS

- ✓ Demonstrable ability to effectively engage with business stakeholders within the organisation
- ✓ Experience of engagement/working with outside agencies e.g., Health & Safety Executive, local authorities, fire service and insurance companies
- ✓ Clear and articulate communication skills, both written & verbal
- ✓ Proficient in the use of IT systems
- ✓ Ability to work autonomously with minimal supervision
- ✓ Good problem solving and negotiation skills

ESSENTIAL REQUIREMENTS

- ✓ A sound knowledge of current H&S Legislation
- ✓ Experience of working as part of a multi-disciplinary team in a Health and Safety role, working with a range of internal and external customers.
- ✓ Experience of implementing, or supporting the development and implementation of a Health & Safety Management System
- ✓ NEBOSH General Certificate or NEBOSH Construction Certificate (or equivalent)
- ✓ Experience of working in an advisory capacity and providing H&S support in a Construction and Repairs and Maintenance environment
- ✓ Full UK Driving License & use of own vehicle for work

BENEFICIAL TO THE ROLE

- ✓ Higher level H&S qualifications such as NEBOSH Diploma or NVQ Level 6 equivalent
- ✓ Social Housing experience
- ✓ Ability to work flexibly and manage/organise priorities
- ✓ Knowledge/understanding of Safety Culture system

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