

ROLE PROFILE

Job Title: Health & Safety Incident Advisor	Role Reports to: Health & Safety Manager	Business Function: People	Grade: E
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<p>Job Purpose:</p> <p>Review Health & Safety (H&S) incidents to ensure that root cause has been established by the investigator and lessons learned are communicated to improve safe working methods.</p> <p>Data trend analysis, producing recommendations to address common themes relating to incidents. Coaching and mentoring of investigating staff to improve the effectiveness of the investigation and quality of information provided within investigation reports.</p>	<p>Key Competencies:</p> <ul style="list-style-type: none"> • Flexibility & resilience • Meeting customer needs • Interpersonal understanding • Results focus • Impact & influence • Problem Solving & decision Making • Personal learning & Growth • Gathering & Seeking Information • Future Focus
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Key Responsibilities:

1. Triage all H&S related incidents recorded on Datix to ensure accurate categorising and reporting level.
2. Review all H&S related 3-day reviews, ensuring root cause has been identified.
3. Ensure lessons learnt from incidents are shared across all appropriate areas of the Group.
4. Produce monthly reports on current trends relating to H&S incidents, by department and incident type.
5. Act as a specialist advisor, supporting staff investigating H&S incidents across the business; coach and mentor staff in conducting thorough investigations and establishing root causes.
6. Ensure all remedial actions from H&S incidents are appropriate and closed out.
7. Process RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) reports to HSE (Health & Safety Executive) when required.
8. Maintain positive and effective working relationships with senior managers and all Group staff to enable effective communication, problem-solving and a supportive response.
9. Support the identification of training needs and the delivery of a Group-wide H&S training programme.
10. Support the H&S Team to develop and improve the H&S function and associated policies, procedures and working practices and provide corporate support where required.
11. Provide accurate reports and statistical data to various Group forums on H&S matters and performance.
12. Keep up to date on H&S best practice and associated legislative changes; identify and communicate any potential impacts for the Group.
13. Work with colleagues across the business to promote the principles of an effective H&S framework.
14. Ensure adequate arrangements exist for timely consultation with H&S Representatives.
15. Attend Group Health and Safety Forum and relevant sub forums as required
16. Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of current H&S Legislation with excellent understanding of RIDDOR requirements 	
Skills	<ul style="list-style-type: none"> • Excellent communication skills, analytical skills, time management skills and ability to work under pressure to meet deadlines with close attention to detail. • Ability to interpret legislation and supporting codes of practice and apply to Group procedures. • An ability to think proactively, making a significant contribution to the development of Group Health and Safety procedures and processes. • Strong interpersonal skills including an ability to interact and influence effectively at all levels within the organisation. • Commitment to the development of the Group Health and Safety Management framework. • IT literate (Microsoft Office, Outlook, Word and Excel). 	
Experience	<ul style="list-style-type: none"> • Significant experience of working as part of a multi-disciplinary team in a Health and Safety advisory role, working with a range of internal and external customers. • Experience of working with outside agencies eg Health & Safety Executive, local authorities, fire service and insurance companies. • Experience of working within a H&S Team. 	<ul style="list-style-type: none"> • Incident Management experience

	Essential	Desirable
Qualifications/Education	<ul style="list-style-type: none"> NEBOSH (National Examination Board in Occupational Safety and Health) General Certificate Member of IOSH at tech level or above 	<ul style="list-style-type: none"> NEBOSH (National Examination Board in Occupational Safety and Health) Diploma (or equivalent)

People Management Responsibility?	No line management responsibility
Budgetary Responsibility?	No budgetary responsibility
Key Relationships (internal/external)	Internal and external stakeholders, regulatory bodies, service providers

Safeguarding of Children Young people and Vulnerable Adults

Your Housing Group is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. As a Your Housing Group employee, it is your responsibility to attend safeguarding training in accordance with YHG safeguarding training strategy and to be aware of and work in accordance with the YHG safeguarding policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty.

Key Role Performance Indicators

1. Review and report on all level 3 incidents within 1 week of the completion of the investigation
2. Supports the completion of 1 H&S Audit as identified within the annual H&S plan ensuring delivery within specified timescales
3. Produce a monthly incident summary report to be delivered at relevant H&S meetings and forums
4. Attend 1 x department meeting per month to give an update on trends and lessons learnt.
5. Effectively delivers on 1 x H&S project each year ensuring all milestone are met

Date Role Profile Created/Updated:	June 2019
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