

ROLE PROFILE

Job Title: Health & Safety Manager	Role Reports to: Head of Health & Safety	Business Function: Health & Safety	Evaluated Tier: D
--	--	--	-----------------------------

<p>Job Purpose:</p> <p>Support Fix 360 (In House Contractor) to ensure operations across all business units and central functions are fully compliant with Health and Safety legislation and Group Health and Safety policy and procedures.</p> <p>Ensure a consistent approach to Health and Safety across the Group and develop a health, safety and wellbeing culture amongst all Fix360 colleagues, embedding Health & S at the core of all Fix360 activity.</p>	<p>Key Competencies:</p> <ul style="list-style-type: none"> • Health and safety focus • Staff welfare focus • Flexibility and Resilience • Results Focus • Meeting Customer Needs • Interpersonal Understanding • Innovation • Leadership • Impact & influence • Problem Solving & Decision Making • Personal Learning & Growth
---	---

Key Responsibilities:

- 1.** Lead the delivery of a Fix360 central Health and Safety service, offering technical advice to internal business units and across Group on how to optimise Health and Safety, supporting the implementation of safe working practices, leading on the implementation of training and ensuring that the team's activities are customer focussed and delivered to required timescales.
- 2.** Lead the Fix360 Health and Safety team, to provide professional support, advice and training on health, safety and welfare issues.
- 3.** Develop and implement the annual Health and Safety plan based on historic performance and emerging sector trends. Whilst being data led, lead reviews of performance against the plan and implement remedial action where required to drive continuous improvement.
- 4.** Undertake review of Health and Safety data, reducing accidents and near misses and to use that data to produce data led H&S and welfare improvement programmes for Fix360 that are aligned with Group Health and Safety activity and processes.
- 5.** Assist the Health & Safety start up and development of new contracts and progression into BAU (business as usual) state.
- 6.** Provide leadership on all Health and Safety and welfare matters across Fix360 and to represent the company in Group forums, meetings and reviews relating to Health & Safety.
- 7.** Produce data led board reports on Health and Safety activity and Health and Safety performance
- 8.** Support internal and external audits of Health and Safety and delivery of audit recommendations whilst reporting progress.
- 9.** Support the pre-start and mobilisation of new contracts with clear H&S sub-plans tailored to each contract.
- 10.** Assist in the development and implementation of the Group's Health and Safety Policy and Procedures, ensuring that they are embedded in Fix360 operations and complied with at all times.
- 11.** Act as an expert source of advice for colleagues, as well as external parties such as the Health and Safety Executive and local authorities together with representing the company across the sector and with professional networks including the Institute of Occupational Safety and Health (IOSH)
- 12.** Manage the day to day transactional work of the Fix360 Health and Safety Officers, including overseeing the process for ensuring the effective completion of risk assessments, inspections, recording and reporting of any related incidents and producing reports containing health and safety KPI's as appropriate to enable the company to demonstrate both compliance and learning from its experiences.
- 13.** Implement and maintain a system to quantify and record the benefits delivered to the business by the Health and Safety function.
- 14.** Develop and improve the Health and Safety function to ensure that Health and Safety Framework delivers maximum value and manage the associated risks.
- 15.** Develop annual Fix360 H&S improvement plans aligned to Group improvement plans and Group policy.
- 16.** Undertake additional duties appropriate to the role and/or grade.

	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of current Health and Safety Legislation and best practice • Knowledge of COSHH (Control of Substances Hazardous to Health), asbestos and other appropriate legislation 	<ul style="list-style-type: none"> • Experience of leading Health and Safety in a repairs and maintenance or construction environment
Skills	<ul style="list-style-type: none"> • Ability to produce Board level reports based on Health and Safety data • IT literate (Microsoft Office, Outlook, Word and Excel). • Excellent communication skills along with independence, self-motivation, analytical skills, attention to detail, time management skills and ability to work under pressure to meet deadlines. • Ability to scope, manage and deliver projects effectively. • Ability to think strategically, making a significant contribution to the formulation of policy, procedures, processes and improvements. • Strong interpersonal skills including: • an ability to interact effectively at all levels within the organisation; • Ability to translate legislation and standards into practical policy and procedure 	

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Experience of dealing with outside agencies including the HSE, local authorities, fire service and insurance companies Experience of leading and managing a Health and Safety function and associated budgets. • Experience of implementing and operating Health & Safety Management Systems 	<ul style="list-style-type: none"> • Experience of providing H&S support in a repairs and maintenance or construction environment
Qualifications/Education	<ul style="list-style-type: none"> • National Examination Board in Occupational Safety and Health (NEBOSH) Diploma or equivalent • Chartered Member of the Institution of Occupational Safety and Health (CMIOSH) 	

People Management Responsibility?	Line management responsibility, including coaching, development and performance management.
Budgetary Responsibility?	Budgetary Responsibility
Key Relationships (internal/external)	Fix360 Managing Director and Fix360 Head of Operations
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
--

Compliance with H&S targets including;
--

- | |
|--|
| <ul style="list-style-type: none">a. Achievement of the annual H&S plan and the performance targets within that planb. Site audit frequencyc. Subcontractor audit frequencyd. Accidents and near misses reportede. Work related sick absencef. H&S audits conductedg. Open H&S audit actions |
|--|

Date Role Profile Created/Updated:

February 2020
