

Job Title: Health and Safety Officer

Service: Compliance, Risk and Audit

Reports to: Head of Compliance, Risk, and Audit

Direct Reports: N/A

About The Role

The Compliance, Risk and Audit team have an overall responsibility of keeping participants, residents, and staff safe. The team manages the development, monitoring, and reporting of several areas including but not limited to accidents, incidents, and near misses (AINMs), safety reviews, safeguarding, whistleblowing, complaints, policy and procedure, health and safety, internal audit, business continuity planning and data protection.

The role of the Health and Safety Officer is key to driving professional and effective health and safety standards, policies, processes, and systems that can manage for all stakeholders which support in developing a safe and inclusive environment which is psychologically informed. We aim to ensure we develop the best resources entrusted to us for our residents and participants. The post holder will have the responsibility in delivering a full health and safety service, supporting all parts of the organisation, providing advice and guidance.

About the Post Holder

The post holder will hold a keen interest in continuous improvement of services and positive safety cultures, they will be process driven with an objective, transparent, and open approach to projects and lead by example. The post holder will have some previous experience in a similar role/organisation, confident in training and leading workshops with small groups and bringing in expertise where necessary.

They will be a self-starter, able to form effective purposeful relationships within the organisation and with other partners and agencies, as well as communicate effectively with colleagues at all levels, in a friendly and approachable manner. They will have high attention to detail, and be comfortable with carrying out administrative duties, and using various software.

Key Responsibilities

HEALTH AND SAFETY COORDINATION

- Responsible for the oversight of our health and safety compliance contract, ensuring this is embedded in the policies and processes throughout the organisation.
- Actively support the organisation on safety, quality, and assurance matters by conducting regular site visits and ensure the right standards are in place.
- Responsibility to ensure safety of our stakeholders through utilising and developing the use of various software and technological devices. Create and implement engagement strategies which supports consistency across the organisation.
- Advise on best practice and standards within each of our services and locations and ensure service delivery reflects the specifications and contractual obligations.
- Manage the process in ensuring compliance and targets are met for external accreditations, ensuring standards are met and maintained.
- Provide advice, guidance, and support to colleagues at all levels in the management of health and safety practices.
- Carry out regular health and safety audits to ensure SIG policies and being adhered to and that the organisation is compliant with legislation. Share findings in reports and various communication.
- Assist in the preparation of health and safety operational strategies including but not limited to writing and reviewing policies, and statements.
- Manage and coordinate health and safety committee meetings across the organisation.
- Support the service teams and visit services for various purposes which include but are not limited to safety reviews, training, providing in person updates to team meetings, and audit.
- Review, manage and update COSHH and other relevant databases.
- Keep up to date with trends and external changes and advise colleagues in changes in legislation and good practice to enable them to carry out their duties and exercise their responsibilities in accordance with health and safety.
- Deliver workshops and training to support the upskilling of colleagues at all levels within the capacity of Health, Safety, and Audit.

RISK, AUDIT, COMPLIANCE, AND REPORTING

- Follow the relevant safeguarding, risk assessment and management procedures, record, and share any relevant information with colleagues and partners as appropriate including but not limited to incident management processes, and serious incident reviews.
- Ensuring a proactive approach to identifying and reporting service and organisational risks associated with our properties/buildings and providing logical solutions.
- Review reported accident and near miss reporting (AINMS) across the organisation and work with managers and other teams to implement effective remedial actions, supporting where necessary to reflect on root causes for future mitigation.

- Continuously monitor health and safety, ensuring continuous improvement is frequently assessed to improve our processes and policies.
- Manage data and analyse trends, creating high quality reports, which are clear and readable. Share reports with relevant persons/teams with diplomacy and in the spirit of a positive safety culture and be able to present them as such in meetings.
- Provide reports and data, and chair review meetings for maximum impact to support in achieving a positive and safe culture and environment across the organisation. Ensure the lessons learned are shared and feedback loops are closed effectively.
- Be aware of and support team activities with working spaces and offices, health and safety, and system management.

ADDITIONAL RESPONSIBILITIES

- Proactively support in embedding a culture of learning, development, reflection, evaluation, and continuous improvement.
- Build and maintain effective relationships across the organisation, ensure consistent communication, with adherence to policies and processes.
- Work collaboratively with the wider team and support with various activities and developments.
- Handle administrative duties as required, system management, and other administrative ad hoc tasks, ensuring compliance and confidentiality.

SIG POLICIES AND DATA PROTECTION

- Promote, advise, and lead by example by embodying SIG values in creating a positive and productive environment including a Psychologically Informed Environment (PIE) with support.
- Demonstrate and facilitate high standards of service provision in line with organisational values and requirements, ensuring a safe, effective, caring, and responsive service, with support.
- Assist in implementing improvements in and maintain confidentiality in line with organisational policy in respect to residents, participants, staff, and the organisation with support.
- Adhere to and be aware of changes to SIG policies, processes, best practice, Equality, Diversity, and Inclusion (EDI), and data protection always and assist in implementing them where appropriate.
- Lead by example and assist in reporting and improving Health, Safety, and Environmental procedures, whilst following policies and processes in place. Always ensure clean and tidy office spaces and communal areas.

Other responsibilities than those described above may be required to be undertaken from time to time and will be expected to be performed as long as it is within the capacity and level of the position. This JDPS is regularly reviewed and may change in future amendments as per the requirements of the role and organisation.

Person Specification

Qualification and Experience:	Rating
Proven experience in a similar role, managing health and safety within a similar capacity	Essential
Experience in governance systems and structures which could include auditing, risk management, investigations, complaint handling and report writing	Essential
Previous experience in managing quality standards	Essential
Working knowledge of health and safety processes and procedures	Essential
Background in health, social care, criminal justice, and/or supported housing systems	Desirable
Previous experience in organising and delivering training workshops	Desirable
Skills and Abilities	
IT Proficiency, ability to learn new software programs, and ability to confidently use and utilise Microsoft programs	Essential
Ability to use and summarise information from management systems to monitor progress and identify key trends, patterns and themes	Essential
Working knowledge and experience of up-to-date legislation in health and safety in care and support settings, and ability to continuously monitor	Essential
Ability to write reports, policies and procedures in a clear, readable format	Essential
Proven ability to juggle multiple tasks and competing priorities within a fast-paced environment and meet deadlines	Essential
Awareness and understanding of the impact of stigma and marginalisation on people who have multiple complex needs	Essential
Ability to deliver training and workshops to small and large groups	Desirable
Personal Characteristics	
Excellent communication skills, both written and oral, including relationship building	Essential
Ability to lead by example and share the values in which we uphold at SIG	Essential
Commitment to providing equity, diversity and inclusion in all practices and duties carried out	Essential
Proactive nature, with the ability to make balanced decisions and use initiative to provide logical solutions, taking ownership and accountability	Essential
Attention to detail and quality, with organisational skills	Essential
Cultural awareness, self-awareness, and ability to identify personal growth areas and take feedback	Essential
Sensitivity and empathy to others, an understanding and genuine care for what we do at Social Interest Group	Essential
Creativity and ability to bring new ideas to the team and organisation	Desirable