

Yorkshire Housing Role Profile

Job title:	Health and Safety Administrator	Leader of others:	No
Reports to:	Head of Health, Safety and Compliance	Contract type:	Office 2 Days per week
Business Area	Assurance	Budget holder?	No

Job purpose

To provide an effective and efficient administrative support service to the Head of Health, Safety and Compliance, the health and safety team and wider Yorkshire Housing. This includes providing basic advice and guidance to managers and colleagues on health and safety issues and concerns; managing health and safety portals and databases - including our accident/incident management, risk assessment, control of contractor, and lone worker platforms - and coaching managers and colleagues on how to access and use these platforms effectively; producing quality health and safety reports and dashboards in agreed formats; taking meeting minutes and compiling action logs; supporting and completing workplace health and safety inspections; providing DSE advice and assessments for office and home workers; supporting fire wardens and first aiders – basically ensuring everything is spot on and compliant and an excellent service is delivered to all Yorkshire Housing colleagues partners and ultimately customers.

This role is helping to keep our people at Yorkshire Housing safe by helping to establish and develop robust health and safety related processes. Ensuring health and safety provisions are delivered successfully in line with Yorkshire Housing health and safety policies and procedures, as well as health and safety legislation. You'll also responsible for processing DSE, lone working and other health and safety related orders and invoices as appropriate.

As well as all of the above, the role involves monitoring health and safety Key Performance Indicators – especially training completion and delivery and maintaining the Yorkshire Housing legal, moral and financial obligations.

Key responsibilities

- To support the Head of Health, Safety and Compliance in delivering excellence in all aspects of service delivery across Yorkshire Housing, by providing outstanding administrative support and embedding good practice; identifying areas for improvement in services.
- Assist the Health and Safety Team with the monitoring of the accident and incident database and any follow up actions or recommendations.
- Manage the approved contractor process, ensuring contractor compliance information is kept up to date within the approved contractor database, and new requests for contractors are actioned.
- Assist the Head of Health, Safety and Compliance to produce regular and ad-hoc reports relating to health and safety activities ensuring all data is accurate and up to date and presented in a people friendly format. Producing regular end of month and committee reports across of the Health, Safety and Compliance directorate to meet central reporting targets and KPIs
- Follow up on health and safety action plans to ensure delivery and effective completion

- Support the administration of Health and Safety Platform (accidents/incidents, risk assessments, inspections, CoSHH), health and safety e-learning platform(s) and the Lone worker device platform
- Manage the delivery of our lone worker systems/solution, administer training/workshops with the health and safety advisors, monitor compliance, and proactively follow up on non-usage
- Communicate and promote health and safety excellence within teams across Yorkshire Housing and other stakeholders in relation to their responsibilities, requirements and safe working practices - ensuring that are processes are followed and where needed suggestions for improvement to processes are made.
- Assist delivery teams to ensure that colleagues are kept informed of activities and changes to original plans and where required offer alternative options to ensuring the workplace remains compliant within our health and safety duties and responsibilities.
- Liaise closely with Team Leaders and Managers to ensure materials and other resources are co-ordinated effectively to ensure customer expectations and team targets are achieved.
- Ensure various health and safety support resources are up to date and supported (fire wardens, first aiders, safety coordinators).
- Deal with customer enquiries relating to health and safety incidents reported through the online reporting function.
- Support DSE assessments and solutions for offices, schemes and home workers
- Support and deliver routine health and safety inspection with colleagues e.g. scheme managers, fire wardens, line managers.
- Carry out other duties that may reasonably fall within the remit of the role.

What you'll bring to the role

The main things:

- Excellent organising skills to support effective delivery of our health and safety objectives
- Excellent attention to detail with the ability to work under pressure, deliver to strict deadlines and manage conflicting priorities.
- Excellent communication and interpersonal skills across a range of communication methods to build and maintain effective working relationships.
- Be able to work across the business with multiple stakeholders in a wide/diverse business to ensure compliance is achieved.
- Working collaboratively to a provide customer and focused services.
- An understanding of and/or experience of health and safety protocols and legislation.
- Experience of working on compliance work streams with excellent analytical skills.
- Experience in using Microsoft Office packages including Word, Excel, Outlook and MS Teams and Microsoft Access to an intermediate level.
- Able to understand and manage third party portals and applications and train others
- Able to produce reports using a wide variety of data.
- Excellent problem-solving skills, acts fast and makes great decisions for the benefit of the customer experience.
- Would like to progress into a wider health and safety advisor role

It would be a bonus if you have:

- A recognised health and safety qualification e.g. NEBOSH General Certificate
- Other relevant professional qualifications
- Experience and working knowledge of health and safety

- Actively promote value for money and efficiency
- Ability to drive advantageous

Our values:

Our values describe what matters most to us, and what our colleagues should expect from each other. We're all expected to show how we support and live up to these values in our work.

Create trust • Do the right thing, not the easy thing • Be honest and open • Do what you say.

Be curious • Think differently • Ask questions • Keep learning.

Make it happen • Own it • Do it • Be empowered.

Achieve impact • Do things that matter • Deliver results • Show pride and passion.

Have fun • Enjoy work • Be yourself • Stay connected.

We want colleagues to feel free to be themselves - so we're all responsible for making sure we promote a culture of equality, diversity and inclusion. And, as you'd expect, we're responsible for our own health and safety, following our policies and doing any training needed for our roles.