**Yorkshire Housing Role Profile**

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| **Job title:** | **Health and Safety Advisor (Corporate, Systems & Engagement)** | **Leader of others:** | No |
| **Reports to:** | Health and Safety Manager | **Contract type:** | Agile |
| **Business Area** | Assurance | **Budget holder?** | No |

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| **Job purpose** |
| Reporting to the Health & Safety Manager you will drive, support and guide on operational Health & Safety issues within the Place and Field Operations Teams.  This involves supporting the delivery of health and safety excellence for our customer facing colleagues and sheltered schemes, through our health and safety management system, development and implementation of suitable and sufficient risk and safety assessments, safe systems of work, training, coaching, health and safety promotions, inspections, accident/incident prevention and investigations, and building a great health and safety culture.  You will work with our Place line managers, team leaders and scheme managers in delivering the highest standards of health and safety and promoting safe working practices and a safe working environment.  You will support the delivery of health and safety training for all colleagues within the Place Directorate and those who live and work within our sheltered schemes. You will support the Health and Safety Manager, line managers within the Place Teams organise, develop and deliver a robust health and safety awareness and coaching programme.  You will deliver a robust personal safety programme (encompassing lone working and violence and aggression) to ensure our customer facing teams not only work safe but also feel safe. This will include provisions, maintenance and monitoring of lone worker devices, training and awareness and warning markers.  You will complete regular health and safety inspections and audits against an agreed framework and action plan to ensure the protection of our colleagues, contractors and customers and promote accident/incident prevention. You will support the investigation of accidents, incidents, violence and aggression and any other concerns, and work with teams to build a positive and progressive health and safety culture in order to safeguard the business and maintain its legal, moral and financial responsibilities.  You will ensure a proactive approach and take all reasonable steps to ensure the highest standards of health and safety and take action where performance/compliance does not reach the standards required. |

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| **Key responsibilities** |
| * Support the Head of Health, Safety and Compliance, Health and Safety Manager and wider teams in delivering a best in class health and safety management, behaviours and cultures * Deliver robust health and safety controls and cultures within of our Place teams and schemes. * Ensure risk assessments are in place and suitable and sufficient for Yorkshire Housing activities and ensure control measures are understood, implemented and monitored * Ensure safe systems of work are in place, understood and implemented * Ensure lone working, PPE, driving for work, scheme facilities equipment and controls are in place and meeting the necessary standards/controls * Monitor personal safety arrangements (encompassing lone working and violence and aggression) to ensure understanding and effectiveness * Undertake regular inspections in line with the health and safety inspection plan, generate actions/plans and ensure these actions are closed out in a timely manner * Investigate accidents, incidents and health & safety concerns (including RIDDOR) and ensure appropriate control and prevention measures in place * Deliver a range of toolbox talks and practical health and safety related training courses * Deliver formal and informal health and safety communication programmes and promotions * Support local management and safety support staff e.g. safety coordinators, fire wardens & first aiders as and where required * Monitor the health and safety systems and portals e.g. accident/incidents, lone worker and intranet * Monitor safe working practices * Ensure the selection of appropriate and correct work equipment and PPE. * Monitor health and safety data and dashboards * Working with Line Managers and Team leaders to drive positive health and safety cultures and behaviours within Yorkshire Place Teams and schemes * Support to a Yorkshire Housing health and safety advisors as and when required * Attend at health and safety committees and team meetings * Support the Yorkshire Housing health and wellbeing agenda * Provide support and guidance to key stakeholders e.g. Directors and Heads of Services * Provide regular updates to Health & Safety Manager and Head of Health, Safety and Compliance on health and safety risks, concerns, opportunities and successes within the Place Teams and Schemes. |

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| **What you’ll bring to the role** |
| **The main things:** |
| * Health and Safety Advisory experience in technical environment e.g. residential property, social housing or local authority * Awareness of personal safety, fire safety, wellbeing * Good problem solving and organisational skills * Excellent written and verbal communication skills including the ability to make high quality presentations in a variety of environments * Ability to work to deadlines * Experience using IT systems including databases and Microsoft office packages * Management of health and safety databases, portals and intranet * Good people management skills and able to influence and persuade staff at all levels * Practical and pragmatic approach to health and safety * Excellent communication skills and presentation skills - able to present to an audience and train others * ‘Can do' approach and attention to detail * Well organised and able to work on own initiative * Full driving licence and use of a vehicle for business purposes * Personal values and approach that align with YH’s values * Ability to work flexibly in line with Hub, Home and Roam principles. * An understanding of Equality, Diversity and Inclusivity and how this is applied through our service to customers and colleagues. * Health and Safety Diploma or NVQ Level 6 – (or NEBOSH General Certificate with evidence of working towards Diploma/NVQ) * CertIOSH status or evidence of working towards |
| **It would be a bonus if you have:** |
| * Previous experience of working in the social housing, property or local authority |
| **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. |