**Yorkshire Housing Role Profile**

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| **Job title:** | **Health and Safety Manager** | **Leader of others:** | No |
| **Reports to:** | Head of Health, Safety and Compliance | **Contract type:** | Agile |
| **Business Area** | Assurance | **Budget holder?** | No |

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| **Job purpose** |
| Reporting to the Head of Health, Safety and Compliance you will drive, support and guide on operational Health & Safety issues across the Yorkshire Housing portfolio - initially prioritising our repairs, maintenance and construction teams. This involves delivering health and safety excellence through the development of our health and safety management system, creating and implementing robust 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 management teams in establishing, managing, enforcing and monitoring health and safety standards, processes, and providing robust assurance and action plans against these.You will work with closely with our learning and development teams to ensure that appropriate training is identified, suitable and sufficient, in place and delivered for all colleagues across the Group. You will support the Head of Health, Safety and Compliance and Heads of Service to organise, develop and deliver a robust audit and assurance programme against an agreed framework and action plan to ensure the protection of our colleagues, contractors and customers. You develop accident/incident prevention programmes with managers, teams leaders and colleagues and will support accident, incident, violence and aggression investigations and any other concerns, and 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 also be responsible for advising if performance/compliance does not reach the standards required and taking proactive steps to ensure the highest standards of health and safety. |

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| **Key responsibilities** |
| * Deliver best in class health and safety management, behaviours and cultures
* Establishing and delivering robust health and safety requirements for our repairs, maintenance and construction works.
* Compile reports and generate effective action plans to rectify any deficiencies found
* Establish risk assessments in place for Yorkshire Housing activities and ensure control measures are understood, implemented and monitored
* Establish safe systems of work for high/medium risk operations and ensure effective implementation
* Ensure robust risk management solutions and controls for lone working, PPE, manual handling, CoSHH, driving for work, working at height, work equipment
* Implement and ensure robust personal safety arrangements (encompassing lone working and violence and aggression) and monitor understanding and effectiveness
* Assist with the compilation, review and distribution of health and safety policies and procedures
* Undertake regular inspections in line with the health and safety audit plan, and compile reports and generate effective action plans to rectify any deficiencies
* Investigate accidents, incidents and health & safety concerns (including RIDDOR) and ensure appropriate control and prevention measures in place
* Develop and deliver a range of toolbox talks, practical and technical health and safety related training courses
* Develop and deliver formal and informal health and safety communication programmes
* Support local management and safety support staff e.g. safety coordinators, fire wardens & first aiders
* Manage the health and safety systems and portals e.g. accident/incidents, lone worker and intranet
* Review and monitor contractor health and safety selection, assessment, management and control
* Create health and safety data and dashboards
* Monitor health and safety performance compliance and control
* Work with Heads of Services, Line Managers and Team leaders to drive positive health and safety cultures and behaviours within Yorkshire Housing teams
* Provide direction and support to a small team of health and safety advisors
* Set up and/or attendance 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. Compliance, Asset Management, Place Team, People Team and External Contractors
* Provide regular updates to Head of Health & Safety on health and safety risks, concerns, opportunities and wins across the group sites.
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| **What you’ll bring to the role** |
| **The main things:** |
| * Health and Safety Management experience in technical environment e.g. residential property, social housing, construction, maintenance or facilities
* Knowledge of CDM & contractor management preferably within repairs and maintenance
* Experience of health, safety and environmental management systems (e.g. ISO45001, ISO14001)
* Awareness of fire safety, wellbeing, personal safety
* Good problem solving and project management skills
* Excellent written and verbal communication skills including the ability to make high quality presentations in a variety of environments
* Ability to manage multiple projects and 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 Degree, NEBOSH Diploma, NVQ L6 Diploma or equivalent
* CMIOSH status or working towards
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| **It would be a bonus if you have:** |
| * Previous experience of working in the social housing, construction, maintenance or facilities management
* Recognised fire safety qualification
* Recognised internal or lead auditor qualification
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| **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.  |