

Role Profile

Role Title: Health and Safety Advisor

Business Area: Property Services & Development & Asset Management

Department/Team: Growth and Assurance – Health and Safety

Reports to: Head of Health and Safety

Direct Reports: None

Agile worker category: Mobile

Dimensions (budget, people span of control): N/A

Created/Reviewed date: April 2024

Role Purpose

To assist managers and colleagues within the property services and development & asset management directorates and across Aster Group, with the provision of support, advice and guidance on health, safety and welfare matters designed to ensure legal obligations are met.

To act as an advisor to the organisations in-house projects and responsive repairs service and outsourced construction projects supporting on the development, review and implementation of risk assessments and construction phase plans of work activities identified as high risk.

To carry out site inspections and monitor directly employed operatives and support contractors working on Aster's behalf to provide assurance that works are carried out in accordance with agreed plans.

Work closely with the head of health and safety and other managers across the business to ensure continual improvement with health and safety standards and a positive safety culture.

Key Accountabilities

- Provide “knowledge expert” advice on the management of health and safety at work and ensure Aster Group is compliant with the Construction Design and Management (CDM) Regulations 2015 for all relevant construction projects.
- Carry out such duties as required of a ‘Competent Person’ under the requirements of the Management of Health and Safety at Work Regulations 1999 (Reg. 7).
- Assist the head of health and safety with the development, implementation and management of the H&S strategy, policy, objectives, and processes, specifically relating to construction activities, ensuring that the organisation meets its statutory and regulatory obligations.
- Work with managers and colleagues to ensure that policies and procedures are reviewed and maintained on a regular basis and monitor and report on compliance to ensure health & safety is a consistent integral function within the organisation.
- Work with managers and colleagues to ensure that they understand and implement relevant regulation, legislation, standards, and codes of practice as apply to specific working environments and activities.

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- Ensure that in-house projects and responsive repairs teams and all outsourced contractors fulfil their legal and contractual requirements and obligations in relation to the CDM Regulations 2015.
- Assist in the development, implementation, and management of the Aster Group health & safety management system, seeking to continually improve this system through regular assessments and audits.
- Advise, inform, and consult with colleagues on general health and safety matters relating to their own welfare, that of their colleagues, and of those with whom they have contact through their work.
- Keep up to date with and advise managers and colleagues about their obligations under legislation, case law, and codes of practice and recommend action to be taken.
- Carry out Incident investigations as appropriate and report conclusions and recommendations to the relevant directorates and H&S meetings.
- Compile accident statistics for reporting purposes.
- Undertake planned health and safety audits and site inspections of live works and various aspects of health and safety relating to in-house colleagues and sub-contractors and report on findings to the relevant stakeholders.
- Monitor standards of behaviour in relation to health and safety at work over the range of the work activities and report on this to the head of health and safety.
- Deliver bespoke in-house health and safety training as required whilst regularly reviewing legislation and assessing and refining the training provision accordingly. Ensure that records of training and qualifications for colleagues are kept, recorded, and maintained.
- Contribute to health and safety consultative bodies throughout the Aster Group. Attend and input into a regular programme of health and safety meetings adding value to supported business areas.
- Liaise with external bodies (Insurers, Local Authorities, Emergency Response Organisations, Institute of Occupational Safety and Health (IOSH), Health and Safety Executive (HSE), Fire Authorities and other relevant bodies to ensure that the organisation continues to meet appropriate standards and levels of compliance and implements best practice.

Complexity

The complexity of the role and decisions made at this level are commensurate with the position of a health and safety advisor with the experience required for this position.

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There will be a requirement to undertake incident investigations and in-depth risk assessments, document findings in a comprehensive and well thought out manner, highlighting improvements and solutions for problems and actions identified.

Some solutions may be complex and require a thorough needs analysis and the application of knowledge and experience to arrive at realistic, sensible, and practical solutions.

Research will be required into a range of safety subject matters to ensure management standards are continually met.

Findings will be recorded using the safety, health, and environmental system.

Impact

The most impactful decisions that this role involves will be ensuring that in-house projects and responsive repairs teams and all outsourced contractors fulfil their obligations in accordance with CDM Regulations 2015.

The role involves reviewing risk assessments and supplying sound health and safety advice to key services and across the group wide organisation. Carrying out on-site inspections of high-risk construction projects whilst also providing support to response and repair teams.

The role assists the organisation in gaining the appropriate level of health and safety standards throughout the business. This will involve a focus on tactical working with front line teams, taking a hearts and minds approach to gain colleague buy in to the required levels of adherence and standards. Working across directorates there is a need to be able to motivate and engage with all levels of staff.

Autonomy is provided to set own work diary to deliver the agreed projects and business objectives. A flexible approach to work is offered and in return there may be an occasional need to undertake work outside normal working hours.

This role's accountability deals with long term and short-term decision making.

Influence

This role will act as the subject matter expert for health and safety standards of construction projects both in-house and those outsourced. There is a requirement to work closely with and support contracts managers to ensure they continue to fulfil their statutory obligations.

Liaising with external bodies (Insurers, Health and Safety Executive (HSE), Fire Authority and other Enforcing authorities) as required.

Reviewing processes and consulting with Colleagues to agree and introduce new ways of working.

Gathering facts and presenting concise reports articulating clear recommendations to management. There may be a requirement to persuade and influence senior management.

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This role requires:

- Excellent communication skills, both written and verbal - Essential
- Ability to communicate effectively with people on all levels - Essential
- Ability to use own initiative and adapt to changing circumstances - Essential
- Ability to motivate others to deliver agreed actions - Essential
- Ability to exhibit a tenacious and determined attitude to meet objectives – Essential
- Ability to conduct thorough investigations into accidents or possible breaches of health and safety regulations and report on outcomes – Essential
- Ability to process numeric data and produce accident statistics - Essential
- A methodical and logical approach to work with an eye for detail and precision – Essential.
- Flexibility to work across all areas of our operation as necessary and occasionally undertake work outside normal office hours
- A commitment to deliver a high-quality service in a timely fashion - Essential
- A commitment to improving standards – Essential
- A current, full driving license or the ability to travel around the vicinity – Essential
- A relaxed approach and able to remain calm under pressure – Desirable
- Taking responsibility for own personal development, keeping up to date with changes in legislation, best practice and other developments which affect the business – Essential
- Undertaking other duties and responsibilities as may reasonably be required from time to time by the Head of Health and Safety – Essential

Resources Management

Responsibility (along with colleagues in the HS team) for the effective updating/upkeep of dashboards and records, such as equipment registers and training matrix.

A requirement to manage own time and liaise with other stakeholders (internal and external) as appropriate to maximise outputs, efficiencies, and stakeholder satisfaction.

Ability to manage own time to ensure completion of designated work in line with business requirements, agreed priorities and the health and safety plan.

Ability to conduct thorough investigations into possible breaches of health and safety regulations and articulate findings and suggested outcomes.

Always taking a methodical and logical approach to work.

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Experience and qualifications

Education, Vocational Training & Qualifications

- NEBOSH National General and/or Construction Certificate (or equivalent) - Essential
- NEBOSH National Diploma - Desirable
- Membership of IOSH - Essential

Experience

- Experience of CDM Regulations 2015 particularly the CDM Principal Contractor/Designer roles - Essential
- Significant experience of construction activities, advising on all aspects of construction health, safety and welfare and carrying out site inspections on a wide range of building types, particularly occupied premises - Essential
- Reasonable level of IT skills, including proficiency in Microsoft Office suite and safety systems - Essential
- Ability to communicate effectively with internal departments and suppliers, able to handle enquiries in a confident, professional, and competent manner - Essential
- Ability to follow simple instructions, organise and plan daily workload to known deadlines and project requirements - Essential
- In depth experience of managing or advising on health and safety at work issues in a medium to large sized organisation - Essential
- Experience of health and safety management systems e.g. OHSAS BS: 45001:2018 - Desirable
- Experience of social housing - Desirable
- Significant experience of producing formal reports for Board and other meetings – Desirable
- Substantial experience of researching and developing health and safety policies and procedures - Essential
- Significant experience of developing and delivering training on health and safety matters - Desirable
- Substantial knowledge of the framework and enforcement process for health and safety – Essential
- Current up to date knowledge of health and safety legislation and standards – Essential

General

- Take a genuine interest, promote, and maintain an active approach to health and safety, in respect of oneself, colleagues and customers.
- Ensure that the Aster Group Equality & Diversity Policy is fully implemented at all times
- Comply with the requirements of the Aster Group Data Protection, Privacy & Confidentiality Policy, the IT Security & Usage Policy and supporting Data Protection Framework in so far as they relate to the duties of the post.

Role Profile

This role profile is intended as a guide and is not an exhaustive list of the duties and responsibilities of this role. Such duties may vary from time to time without changing the general character of the role or the level of responsibility entailed.