

Designation:	Safety Health and Environmental Officer
Grade:	Stroud 5
Hours:	37 hours per week
Location:	Ebley Mill, Stroud
Job Purpose:	To implement and monitor the Property Care safety, health and environmental policies; to ensure Property Care is compliant with its legal Safety and Environmental obligations specific to the service; and to reduce or prevent hazards, dangers and accidents.
Responsible to:	Compliance & Assurance Manager
Responsible for:	No supervisory responsibility

KEY DUTIES

Key responsibilities include:

- To be responsible for Health and Safety Management Systems within Property Care and moving this towards the ISO45001 standard.
- To Lead in Tenant Services contribution to Stroud District Council's 14001 standard accreditation.
- Lead the auditing of Site works and Systems within Property Care and Tenant Services.
- To be responsible for the Safety and Environmental policy and procedure writing for the specialised functions of Tenant Services and Property Care.
- To support and coach supervisors with dynamic risk and specialist risk assessments and lead in creating initial service Risk and COSHH assessments
- To support and coach managers with and conducting Accident / Incident investigations and take charge of the investigation of escalated incidents
- To lead the creation of bespoke Health and Safety training packages and delivery to staff
- To lead the creation and delivery of Tenant engagement safety campaigns.
- To be responsible for providing specialist technical advice relevant to the housing function to other departments as required
- Engaging with key stakeholders to communicate the business vision and values, communicating positive health & safety performance effectively to both internal and external stakeholders

- Keep up to date with changes in current legislation and to bring to the attention of the responsible officer/s within the service any relevant new legislation which may have an impact on the service area
- Communicate the expected safety standards to employees, contractors, and stakeholders and challenge those who fail to align
- Managing of Health and Safety owned contracts and management of contractors' performance as appropriate

SKILLS AND KNOWLEDGE

- Minimum of a NEBOSH General Certificate Level 3,
- NEBOSH National Diploma (Desirable)
- TechIOSH (or equivalent)
- Experience with the ISO 45001 / ISO 14001 standards
- Have excellent people and communication skills
- Have good time management skills
- Be able to self-manage and work in a team.
- Experience of working within a Social Housing environment (although not essential)
- Experience of working with the public
- IT Literate
- Clear understanding of the Health and Safety six pack Regulations
- Clear understanding of CDM 2015 and its application
- Demonstrable evidence of applying H&S in the workplace
- Able to adapt and react quickly to changing situations in the workplace
- Have experience of presenting complex data to non-technical audiences
- Previous experience in a health and safety or similar role
- Understanding the requirements of 6 pack regulations and:
 - CDM (Construction Design Managements)
 - Asbestos
 - Legionella
 - Radon
 - Fire Safety

COMPLEXITY AND CREATIVITY

Work requires the exercise of creativity within the general framework of the council's constitution. Ability to create and apply policies and procedures

JUDGEMENT AND DECISIONS

- Risk based decisions to be made within the post holders area of responsibility, with escalations being referred to post holder's line manager
- Examining various reports, invoices, records, and statistical data making appropriate decisions and taking appropriate actions to ensure compliance
- Work is carried out within defined rules and procedures involving decisions chosen from a range of established protocols, but will require challenge and a good sense of risk based decision making where there are no pre established protocols.

CONTACTS

Suppliers and contractors

- Members of the public, tenants and leaseholders
- Members of the Council
- Members and staff of other local authorities'/partner agencies

Contact required in respect of service delivery issues which may not be straightforward and that require the provision of advice and guidance and/or the initiation of action.

RESOURCES

Responsible for the proper use of hand tools, small items of equipment and low cost materials.

TRAVEL DESIGNATION

HMRC mileage rates will apply.

GENERAL

- To work with communities sometimes outside normal office hours, including weekends.
- To ensure that at all times service delivery informs, reflects and supports the Council's prevailing aims and objectives.
- To work with colleagues across the organisation as required in support of organisational goals.
- To promote the Council's overall commitment to equality of opportunity/Diversity at all times and work within the requirements of the Council's Equality Scheme.
- To undertake all training and development initiatives as required.
- To work within Health and Safety guidelines in accordance with the Health and Safety at work Act.
- To work within the requirements of the Council's Environmental Policy and Management System.
- To undertake any appropriate duties required to meet the Council's obligations under the Civil Contingencies Act.
- Mentoring departmental trainee

This job description is a reflection of the present position and is subject to review and alteration in detail and emphasis in the light of future changes or developments.