



Affordable homes.
Exceptional care.

Job Description

Health, Safety & Business Continuity Manager

Reports to

Head of Assets & Sustainability

Job Purpose

To act as the 'Competent Person' and expert to comply with Health & Safety and Fire Legislation, leading and facilitating the management of health & safety, fire safety, colleague wellbeing and crisis management/business continuity planning throughout the organisation. The postholder will also provide specialist support, advice, guidance, and training as well as consistently improving & monitoring processes and promoting a positive health and safety culture across the organisation.

Values

Believe in better

- Strive to make every experience exceptional.
- Make every decision and action a responsible one; compliant, ethical, respectful, and good for our planet.
- Think commercially and compassionately to deliver exceptional value.
- Strive for simple and be data led.
- Make incremental improvements every day, to set new standards we can all be proud of.

Here for each other

- Be kind, listen closely, trust and be trusted as we encourage and support each other to bring out our best.
- Promote inclusivity, embrace diversity and recruit on fit first.
- Welcome partnerships and collaborations so we might enjoy the benefits that new perspectives bring.

Love to learn

- Be curious to try, fail and learn by experimenting inside a safe space.
- Commit to developing yourself and your skills and others along the way.
- Take pride in contributing to the bigger picture and help us to grow sustainably.
- Take the lead. Be confident with your ideas, voice, and actions.

Accountabilities

General Health & Safety Management

- Provide advice to the Leadership Team, Trust colleagues, the Board and Committees on all aspects of health & safety policy, practice and procedures associated with the business activities of the organisation.
- Work positively and collaboratively with all departments to ensure all matters relating to health & safety planning, risk assessment and fire risk assessment and training are progressed effectively.
- Develop effective relationships to directly support our joint working with external stakeholders.
- Effective line management of the Health, Safety & Business Continuity Officer
- Lead on the updating and development of Trust's Health & Safety Policy and Health & Safety Manual to ensure compliance with statutory requirements and help promote best practice in health & safety management.
- Manage the implementation and effectiveness of Trust's health & safety policies, practices, and procedures across the organisation.
- Undertake audits of health & safety management arrangements in residential developments and workspaces and progress all necessary remedial action in conjunction with other departments and line managers.
- Support the Director & Head of Assets & Sustainability to develop and implement a performance framework for Health and Safety performance across Trust.
- Maintain strategic and operational oversight of Trusts compliance with Asbestos management in collaboration with the Planned Works & Compliance Manager.
- Ensure that records and recording systems are in place and maintained in respect of all health & safety matters, including statutory reporting of accidents and other incidents.

- Where required, lead on the investigation of accidents, dangerous occurrences, and other incidents, provide reports, recommend remedial action and where necessary liaise with the Health & Safety Executive and/or other statutory and enforcement authorities.
- Provide reports as required on all aspects of health & safety management, business continuity and related key performance targets.
- Raise the profile of Health & Safety throughout organisation and ensure a consistently safe working environment for colleagues and customers.
- Assist colleagues in any issue of health & safety involving or potentially involving the work of contactors.

General Risk Management

- Develop and lead on the delivery on a framework and programme for health & safety risk assessments to be carried out regularly in all residential developments and Trust's offices.
- Monitor, support and advise colleagues responsible for undertaking health & safety risk assessments; and where necessary carry out risk assessments.
- Monitor the health & safety risk assessment process and programme to ensure risks, corrective action and remedies are highlighted and responded to within required timescales in conjunction with managers and other colleagues.
- Ensure the updating and maintenance of the risk assessment management database.

Fire Risk Management

- Manage and oversee specialist fire risk assessment (FRA) arrangements in relation to all residential developments in conjunction, where appropriate, with external consultants and specialists.
- Develop and deliver an in-house fire risk assessment management programme, along with the recording of reporting on identified actions.
- Liaise with external bodies including the Care Inspectorate and Fire & Rescue Services on all matters relating to fire safety and fire risk assessment, ensuring all requirements and duties placed upon Trust as a landlord and provider of specialist housing for older people (including sheltered housing, housing with care and supported housing developments) are met.

Business Continuity/Crisis Management

- Lead on the continued development of and implementation of Trust's Crisis Management & Business Continuity Plan at both an organisational and local (residential development based) level (in partnership with local teams).
- Be the Crisis Management Plan Coordinator supporting the Crisis Management Team (CMT) in fulfilling the objectives of the Crisis Management Plan
- Regularly review and update the Trust Crisis Management Plan and ensure local (residential development based) Business Continuity Plans are updated periodically.
- Assess any lessons learned from any crisis or Business Continuity events and update plans, policies, and procedures as appropriate.
- Develop, prepare, and deliver scenario planning exercises and training workshops so that all staff are aware of their roles within a crisis management or Business Continuity situation and are competent to deliver the response. This includes preparation of documentation and other appropriate materials.

Health & Safety Training

- Work in conjunction with the People Partner (Training & Development) and other colleagues in the following areas:
 - Advising on the content of training and briefing sessions on health & safety matters.
 - Supporting the Health Safety & Business Continuity Officer to deliver training in Load Management and Hoists and Equipment to colleagues at various locations.
 - Delivering & supporting training related activities on health and safety related issues including Risk Assessment process to staff at various locations
 - Developing and overseeing the implementation of 'eLearning' and on-line induction and training solutions to colleagues in health & safety matters.
 - Work in conjunction with People colleagues in developing a positive approach to colleague wellbeing, healthy working initiatives, and health promotions, including stress audits and stress management initiatives.
- Participate in Assets & Sustainability Team activities and contribute to ideas for improvement.

- Demonstrate a commitment to ongoing personal or professional learning and development, including keeping up to date with IT and technical knowledge.
- Be proactive in enlisting support from colleagues to meet goals and deadlines.
- Any other duties of a similar nature which may be required from time to time.

Knowledge and Experience

- Hold a NEBOSH Diploma or equivalent.
- Membership of IOSH and evidence of CPD.
- NEBOSH Certificate (or equivalent) in Fire Safety & Risk Management
- Confidence to operate with credibility as a professional adviser and lead expert in health & safety dealing with managers and colleagues at all levels of the organisation.
- Able to demonstrate a clear understanding of the management of health, safety, employee well-being and fire safety requirements.
- Experienced health & safety professional with strong knowledge and understanding of current health & safety legislation, management systems and best practice.
- Excellent written communication skills and ability to develop and produce clear, accurate and informative management reports, statistics, and information on key performance indicators.
- Confidence to provide support and guidance to Leadership Team, Executive Team, and Board through preparing reports, briefing papers and presentations as required.
- Well-developed IT skills and experienced in using a range of office related IT packages in day-to-day work.
- Experience in the development or implementation of on-line/ learning solutions relating to health & safety training.
- Possession of a current full UK driving license, with access to a vehicle and able to travel to throughout Scotland as required.