

Role Profile

Role Title:	Health & Safety Officer
Department:	Health & Safety, HR & Learning, Bath Row
Role Purpose:	To support the Health and Safety Manager at Midland Heart, in ensuring that we are compliant with all relevant health & safety legislation, guidance and best practice. Contribute to the effective delivery of the health & safety plan.
Reporting to:	Group Health & Safety Assurance Manager
Responsible for:	N/A
Disclosure level:	N/A
Role Level:	Frontline worker

Key Role Responsibilities	<p>As the support officer to the Group Health & Safety Assurance Manager, ensure that the group is compliant with all relevant health & safety legislation, guidance and best practice through effective liaison and monitoring.</p> <p><u>Health & Safety Strategy</u></p> <p>To undertake audits and inspections in a variety of housing areas, providing clear and concise working papers and advice, making pragmatic recommendations and undertaking follow up activity.</p> <p>To oversee the internal reporting and investigation of workplace accidents and ill-health and lead on the investigation of serious accidents.</p> <p>To give clear, competent and relevant advice to the business inline with regulation and best practice.</p> <p>Provide health and safety training to colleagues when required, using established course material as well as being involved in the production of new material.</p> <p>To build effective internal and external stakeholder relationships, which promote a positive health and safety culture, coaching and enabling managers, staff and partners to carry out their health and safety responsibilities.</p>
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	<p>Actively review health & safety strategies, policies, procedures and systems to ensure they are up to date and compliant with legislative requirements and industry best practice.</p> <p>To produce performance data and analysis to contribute to reports for Board and Committees.</p> <p>To keep up to date with industry best practice, changes in regulatory requirements and industry standards and ensure that these are translated and disseminated across the business.</p> <p><u>Other</u></p> <p>To deputise for the Group Health & Safety Assurance Manager in their absence.</p>
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<p>Education, Qualifications and Training</p>	<p>NEBOSH Diploma or Certificate with experience and willingness to progress</p> <p>OR</p> <p>Relevant degree with experience in safety management and/or enforcement.</p> <p>Those with experience who are nearing completion of formal qualifications will be considered on merit.</p> <p>AND</p> <p>Membership of IOSH at relevant level</p>
<p>Knowledge and Experience</p>	<p>Sound knowledge of health & safety legislation and best practice and its practical application.</p> <p>Experience of producing performance management information within a health & safety function.</p> <p>Knowledge of health & safety audit and inspection processes and reporting requirements.</p> <p>Knowledge of health & safety management systems and investigation techniques.</p>
<p>Role Specific Skills & Behaviours</p>	<p>Good communication skills both verbal and written and ability to engage a range of audiences.</p> <p>Ability to thrive in a busy and changing environment and organise and prioritise work according to risk.</p> <p>Pragmatic approach to health & safety in a commercial environment.</p>

	<p>Ability to demonstrate leadership and to formulate effective and appropriate responses based on sound technical knowledge.</p> <p>Ability to meet challenging targets within set timescales.</p> <p>Good IT skills including excel, word and PowerPoint</p>
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