

Rykneld Homes Ltd.

Job Description

Service: Health, Safety & Environmental

Post: Health, Safety & Environmental Adviser

Post Number: RH189

Responsible To: HSE Manager

Subordinates: None

Key Accountabilities

The Health, Safety & Environmental Advisor will be part of a key member of the safety team, reporting to the Health, Safety & Environmental Manager.

The post holder will have excellent written & spoken communication skills, along with strong IT skills. They will, support and promote the development of a positive SHE Culture, within all departments, attending Toolbox Talks, internal and external meetings, advise on training requirements, undertake auditing / inspections & report writing, reporting on all safety matter to relevant personnel and / groups.

Supporting the continual improvement of Health, Safety, Environmental & Wellbeing.

There is support for flexible & home working & career progression opportunities.

Professional development

The training you'll receive will consist of on-the-job learning, complemented by short, in-house, (E-Learning), or external training courses, which may be run by:

- Health and Safety Consultants
- Fire Service
- Other relevant training providers

There will be further development for other professional qualifications, which include part-time study for Environmental and Sustainability Management and Fire Safety & Risk Management.

You will be mentored and developed by the Health and Safety Manager, supporting your knowledge, skills and experience to develop within the Health and Safety Team.

Responsibilities

Your work activities may vary depending on what the business is undertaking at the time, and you will need to be flexible in your approach. Working with the Health and Safety Manager you will support the following;

- visit Contractors who are working on projects on behalf of Rykneld Homes, to inspect processes and procedures and ensure good health and safety practice.

- investigate accidents / incidents and complaints to determine if there has been a breach of health and safety law.
- carry out inspections of work equipment, working environments and structures, take measurements of noise, heat, and vibrations, and take photographs and samples where necessary.
- ensure workers are provided with suitable protective work wear and PPE equipment, such as eye goggles, ear protectors, gloves, and other clothing.
- investigate precautions taken to prevent industrial diseases.
- investigate procedures for working in hazardous environments or with potentially harmful substances.
- keep up to date with new legislation and health and safety standards & best practice.
- stay informed about developments within our sector, such as construction, fire etc.,
- provide specialist advice and information on health and safety to businesses and organisations and advise on changes required.
- negotiate with managers and operators to try to eliminate possible conflicts between safety considerations and production/profit.
- write reports on results of inspections and investigations and complete detailed paperwork.

Working hours

Working hours are typically 9am to 5.00pm, Monday to Friday, but may involve some evening and weekend work in cases of serious incidents or accidents, and flexible time.

It is vital to keep up to date with knowledge of health and safety laws and regulations, as well as specialist areas.

What to expect

- Although the work is office based, a lot of time is spent visiting workplaces, which may be both indoors and outdoors, attending meetings internally and externally.
- Conditions in working environments may be noisy, dirty, smelly, or a medium level of danger on working sites.
- Completing reviews on documentation and updating.
- Organising of Legal Requirements (Inspections).

Qualifications

Graduates from any discipline can enter this profession, but a degree in one of the following subjects may put you ahead of the competition:

- Health & Safety
- Environmental & Sustainability

A minimum grade C / 4 in maths and English at GCSE (or equivalent) is usually required.

Skills

You'll need to have:

- the ability to acquire an understanding of legal matters and to apply industry legislation and standards.
- an understanding of modern industrial technology
- practical ability to use instruments of measurement.

- willingness to stay up to date with new developments, as change is constant in this profession.
- problem-solving skills
- written communication skills.
- The ability to use discretion and tact, confidence, resilience.
- A full driving licence is essential as the role involves frequent travel to different locations.
- Carry out risk assessments.
- Coach supervisor / Operatives, Managers in Health, Safety Matters, & Environmental and Sustainability.
- To assist the HSE Manager with the implementation of Strategy plans, maintenance of the HSE Management System.
- To promote a positive safety culture throughout the business.
- Outline safe operational procedures which identify and consider all relevant hazards.
- Carry out regular site inspections on Contractors and Rykneld Homes Operatives, to ensure that they are adhering to policies and procedures.
- Ensure working practices are safe and comply with current legislation (HSE), best practice & industry standards.
- Keep suitable and sufficient reports, monitor for effectiveness on improvements agreed.
- Supply reports and statistics for Senior Management Team & Board, and upon request for other meetings.
- To support continuous improvement and promote initiatives regarding “Mental Health, Well-being”, injury reduction and the prevention of occupational illness / diseases.

Main Duties and Responsibilities

- To assist with the continuous development, effectiveness of the health, safety & environmental, sustainability strategies.
- To provide support and on occasion specialist advice to all employees in relation to the impact, consequences of HSE & Environmental, Sustainability requirements and potential hazards / risks affecting Rykneld Homes Limited.
- Provide support to Managers and Supervisors on carrying out suitable and sufficient Risk Assessments & reviews.
- Ensure that Neighbour hoods fire management & workplace inspections are completed in a timely manner, registered on to the system, and any relevant fire deficiencies to be monitored for completion.
- Attend the Health, Safety Action Group by-monthly & the Environmental & Sustainability Action Group meetings.

- To carry out health and safety inspections and audits across the diverse range of activities carried out by RHL and Contractors following the audit framework and compile reports on findings.
- To be responsible for the day to day running of the Safety Management system, and for collating robust and accurate data from the system for use in creating performance management reports for board and SMT.
- To produce management information and reports when requested and consistency in the approach to HSE & Environmental & Sustainability documentation.
- To attend internal & external meetings as the representative for the HSE team.
- To promote the profile of HSE and Environmental & Sustainability within Rykneld Homes Limited that link with national initiatives or focusing on areas of particular interest and making best use of various communication methods to assist in the creation of the HSE & Environmental & Sustainability culture.
- To keep up to date with legislative changes.
- To co-ordinate Health and Safety training via the online e-learning system and arrange and deliver where necessary bespoke HSE & Environmental, sustainability training for employees. As and when required to assist with development specification in conjunction with the Human Resources Team, Procurement of external training providers.
- To monitor & record accidents, incidents, near misses, and carry out appropriate Investigations where required, report back to the HSE Manager of findings, and learning initiatives.
- Provide statistics for Management as and when required and provide reports for the Health, Safety & the Environmental, Sustainability Groups.
- To communicate effectively with all stakeholders.
- To deputise for the HSE Manager during periods of leave or absence where the level of skills and knowledge allow.
- Such other duties commensurate with the grading of the post as may be from time to time determined.

Key Contacts

- Rykneld Homes Senior Management Team
- Rykneld Homes managers and staff
- External Partners and Contractors

Person Specification

Personal Skills/ Characteristics	Essential	Desirable
<u>Experience</u>		
<ul style="list-style-type: none"> • Experience of working in Health, Safety & Environmental in a similar environment. • Experience of contributing to the development and implementation of organisational procedures. • Experience of undertaking risk assessments and recommending appropriate control measures. • Experience of working on own initiative with minimum supervision. • Experience of working on construction sites (refurbishment, demolition, new build) • Experience of undertaking accident investigations 	 ✓ ✓ ✓	 ✓ ✓ ✓
<u>Qualifications and Training</u>		
<ul style="list-style-type: none"> • A commitment to continuous professional development and professional accreditation of IOSH • Environmental Awareness • Educated to Degree/Diploma level • GCSE Maths and English at a minimum Grade C / 4 	 ✓ ✓ ✓	 ✓ ✓

<u>Specialist Skills and Knowledge</u>		
<ul style="list-style-type: none"> • Clear communication skills. • Policy writing, training and presentation skills. • Ability to read and understand Health, Safety & Environmental Legislation and interpret codes of practice and guidance. • Organisational skills. • Sound negotiation and consultation skills on both a formal and informal basis. • Ability to work under pressure to tight deadlines. • Ability to work alone or as part of a team. • Ability to maintain accurate records. • Ability to recognise value and importance of customer care and effective service delivery. • Ability to demonstrate high standards of professional integrity and probity. • Excellent IT skills, use of in-house Systems. • Excellent report writing skills. • An understanding of H&S at work Act. 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
<u>Personal Qualities</u>		
<ul style="list-style-type: none"> • Commitment to equalities legislation and a good understanding of its relevance to this post. • Commitment to customer care and an understanding of its relevance to this post. • Methodical approach to problem solving. • Commitment to continuous improvement and Professional development 	✓ ✓ ✓ ✓	

Equalities Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered by the shortlisting manager.