



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Health and Safety Officer
<b>LOCATION:</b>	Newlon House, 4 Daneland Walk, London N17 9FE
<b>SALARY:</b>	£40,349 plus eligibility to participate in the Performance Related Pay Scheme
<b>REPORTING TO:</b>	<b>Property Services Director</b>

## JOB OBJECTIVE

To act as the competent person for Health and Safety purposes, providing advice and support to the executive team and managers in order to assist them in achieving compliance with their duties under the Health and Safety at Work Act and supporting regulations.

## SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards	Key Competence Areas
1	To ensure Newlon meets its statutory, regulatory, legal and moral responsibilities for the health and safety of all key stakeholders.	<ul style="list-style-type: none"><li>• Newlon's Health and Safety policy and related policies and procedures are kept up to date and reflect latest legislative and regulatory requirements and expected good practice.</li><li>• Executive team, managers and employees made aware of relevant health and safety matters, including new and changes in current legislation, regulations and codes of practice.</li></ul>	<ul style="list-style-type: none"><li>• Planning and Organising</li><li>• Judgement &amp; Decision making</li><li>• Quality Standards</li><li>• Business Awareness</li><li>• Communication</li><li>• Customer Focus</li></ul>
2	To provide strategic support on health and safety for the effective development, maintenance and management of suitable arrangements.	<ul style="list-style-type: none"><li>• Appropriate health and safety arrangements and procedures formulated and developed to meet the Trust's aims and objectives.</li><li>• Robust arrangements for ongoing monitoring, evaluation and reporting</li></ul>	<ul style="list-style-type: none"><li>• Customer Focus</li><li>• Communication</li><li>• Quality Standards</li><li>• Judgement &amp; Decision making</li><li>• Planning and Organisation</li><li>• Business Awareness</li><li>• Influencing and Negotiation</li></ul>

		<p>on health and safety arrangements cross the Trust.</p> <ul style="list-style-type: none"> <li>• Leadership, advice and support provided as a key member of the Trust's Health and Safety Working Group.</li> <li>• Appropriate staff consultation undertaken on health and safety matters, including reports and attendance at Newlon's Staff Forum.</li> </ul>	
3	<p>To co-ordinate health and safety activities across the Trust, identifying health and safety issues and promoting a positive safety culture. Working with departments to develop and implement H&amp;S programs and action plans.</p>	<ul style="list-style-type: none"> <li>• To advice, support and to take a leading role in the Trust's Health and Safety Working Group.</li> <li>• Research and analysis of statistical information, legislation, regulatory guidance and good practice undertaken and findings presented to appropriate manager groups, committees or Board.</li> <li>• Periodic checks, inspections and audits on compliance carried out, with any shortcomings notified to the relevant person along with recommendations for improvements.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Judgement and Decision making,</li> <li>• Managing Performance</li> <li>• Planning and Organisation</li> <li>• Business Awareness</li> <li>• Influencing and Negotiation</li> </ul>
4	<p>To develop, organise and / or deliver health and safety training identifying relevant training and guidance to support the Trust's H&amp;S arrangements.</p>	<ul style="list-style-type: none"> <li>• In liaison with the Trust's HR Training Manager, an ongoing health and safety training programme for all employees formulated and implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Influencing and Negotiation</li> <li>• Judgement and Decision Making</li> <li>• Financial Awareness</li> </ul>

		<ul style="list-style-type: none"> <li>• Relevant information and guidance shared across the Trust as appropriate.</li> </ul>	
5	To manage Newlon's system for recording, reporting and monitoring accidents and incidents.	<ul style="list-style-type: none"> <li>• Accidents and incidents properly recorded in the accident log and followed up where necessary.</li> <li>• Regular reports and analysis provided to H&amp;S Working Group, Executive Team and relevant Board and Committees.</li> <li>• Report notifiable incidents to the relevant authorities (e.g. RIDDOR).</li> </ul>	<ul style="list-style-type: none"> <li>• Business Awareness</li> <li>• Judgement &amp; Decision making</li> <li>• Planning and Organisation</li> <li>• Quality Standards</li> <li>• Financial Awareness</li> </ul>
6	To manage the health and safety budget for consultancy and training.	<ul style="list-style-type: none"> <li>• Expenditure controlled and budget properly managed in line with financial regulations,</li> <li>• Budget forecasts and estimates provided,</li> <li>• Invoices and payments processed promptly in line with Newlon policies.</li> </ul>	<ul style="list-style-type: none"> <li>• Financial awareness</li> <li>• Judgement and decision making</li> <li>• Planning and organising</li> </ul>
7	To provide support including investigations following health and safety concerns, failures or insurance claims across the Trust including establishing lessons learnt.	<ul style="list-style-type: none"> <li>• Following any major incident or report of serious concerns appropriate investigations undertaken and findings presented to appropriate manager groups, committees or Board.</li> <li>• As required, competent health and safety advice and guidance provided to Board members, staff, contractors and tenants.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Communication</li> <li>• Planning and Organising</li> <li>• Judgement and Decision Making</li> </ul>

8	To positively support and contribute to the delivery of Newlon Gold and other corporate initiatives.	<ul style="list-style-type: none"> <li>• Adherence to Newlon Gold principles of customer service when dealing with both internal and external customers.</li> <li>• Support offered to customer facing colleagues to deliver Newlon's service standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Communication</li> <li>• Business Awareness</li> <li>• Quality Standards</li> </ul>
9	To be part of Newlon's Property team.	<ul style="list-style-type: none"> <li>• Fully participate in Property team meetings,</li> <li>• Preparing and contributing to plans and strategies,</li> <li>• Assist in setting budgets and making bids for funding,</li> <li>• Writing and contributing to reports,</li> <li>• Assisting in delivering corporate and Departmental objectives and the business plan are delivered.</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Focus</li> <li>• Communication</li> <li>• Planning and Organising</li> <li>• Judgement and Decision Making</li> <li>• Business Awareness</li> <li>• Financial Awareness</li> </ul>

No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.