

## LONDON BOROUGH OF LEWISHAM

### JOB DESCRIPTION

**Designation:**  
Housing Health  
and Safety  
Advisors

**Grade:**  
P02

**Reports to  
(Designation):**  
Housing Health  
and Safety  
Manager

**Grade:**  
P07

**Directorate:**  
Housing  
Services

**Section:**  
Housing  
Health  
and  
Safety

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#### Main Purpose of the job:

To provide health and safety advice and support in delivering housing services, ensuring that the London Borough of Lewisham meets its legal obligations under all relevant health and safety legislation and guidance.

To contribute to a process-driven, best-practice approach to health and safety and serve as a subject matter advisor for managers across the Council. (Note: *For temporary appointments, this may be limited to managers within the Housing Directorate.*)

To drive and facilitate the development of suitable and sufficient risk assessments for tasks and activities within the Council. (Note: *For agency appointments, this may be specific to the Housing Directorate.*)

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#### Summary of Responsibilities and Personal Duties:

1. Foresee requirements for developments in Health, Safety, Statutory Compliance, and Welfare practices to meet changing needs within the Council or in response to legal and legislative changes.
2. Collaborate with other Health & Safety Advisors and the Council's Corporate Health & Safety Team
3. Work closely with teams within the housing directorate to identify their Health and Safety needs.
4. Contribute to the successful development and implementation of Health, Safety, and Statutory Compliance policies, strategies, practices, systems, performance standards, and targets across the Council.
5. Provide advice on best practices and lead the introduction of new systems and procedures where necessary.
6. Monitor and ensure their effective use across the Council's housing directorate.

7. Stay informed on legislation, codes of practice, new techniques, and policies related to health and safety, fire safety, and occupational health, as they impact the Council's assets, services, and staff, in consultation with other Health & Safety Advisors and the Council's Corporate Health & Safety Team.
8. Act as a Health & Safety advisor to senior management, health and safety professionals within the housing directorates, and Trade Unions to enable them to meet their obligations and responsibilities.
9. Evaluate, appraise, and review Health & Safety policies, strategies, practices, systems, performance standards, and specific initiatives undertaken by the Council.
10. Contribute to the ongoing review of the effectiveness of the entire health and safety management system across the Council's housing directorate.
11. Ensure the cost-effectiveness of relevant health and safety activities.
12. Assist in the creation and commissioning of health and safety training, in consultation with other Health & Safety Advisors and the Council's Corporate Health & Safety Team.
13. Promote learning opportunities for all Council's housing directorate staff on all aspects of health and safety.
14. Work towards embedding a positive health and safety culture in the organization as everyone's responsibility through learning and education.
15. Contribute to managing the risk assessment program, ensuring that required remedial actions are expedited and comply with statutory requirements, approved codes of practice, and specified quality standards.
16. Support staff and managers in identifying, implementing, maintaining, and reviewing appropriate operating systems for all work areas to ensure continuous improvement in business efficiency and effectiveness, compliance with statutory and operational deadlines, and adherence to best practices.
17. Attend quarterly directorate meetings on behalf of the Housing Health and Safety team.
18. Provide relevant reports to stakeholders (e.g., quarterly directorate and board reports, end-of-year reports).
19. Undertake other responsibilities as required within the scope of the post, as determined by the Housing health and safety manager.

Internal Contacts: All internal stakeholders and residents

External Contacts:

To carry out the duties of the post with due regard to the Council's relevant codes and procedures.

All employees are required to participate in the Council's appraisal system and to undertake appropriate training and development identified to enhance their work.

Undertake other duties, commensurate with the grade, as may reasonably be required.

Consideration will be given to restructuring the duties of this post for a disabled postholder.

THIS JOB DESCRIPTION MAY NEED TO BE AMENDED BY THE DIRECTORATE TO MEET THE CHANGING NEEDS OF THE SERVICE.

Number of fully managed staff: 0

## PERSON SPECIFICATION

**JOB TITLE:** Housing Health and Safety Advisor

**POST NO:**

**DEPARTMENT:** Housing Services

**GRADE:** P02

### **Note to Candidates**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

Those categories marked 'S' will be used especially for the purpose of shortlisting.

Please ensure that Equality and Diversity issues are addressed specifically in relation to the role for which you are applying when addressing the requirements of this person specification where appropriate.

If you are a disabled person but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria, you will be shortlisted, and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Knowledge**

Understanding of the Health, Safety and Welfare Legal and Statutory requirements, responsibilities and obligations of a large, diverse and complex organisation

Understanding of the Health, Safety and Welfare policies, strategies, practices, systems, audits, reviews, performance standards and targets needed to ensure compliance with Legal and Statutory requirements, responsibilities and obligations of a large, diverse and complex organisation. Understanding of Local Government structures **(S)**

### **Skills**

Excellent communication and interpersonal skills with experience influencing and engaging with a wide range of stakeholders.

Strong attention to detail with a proven track record of managing multiple projects.

Proven track record of and IT skills

### **Experience**

Proven experience in a similar health and safety role from similar sectors such as Public Sector, Social Housing, Government Facilities **(S)**

Experience of contributing to the development and implementation Health, Safety, Statutory Compliance and Welfare policies, strategies, practices, systems, audits, reviews, performance standards and targets to achieve effective service delivery and compliance with the legal and statutory requirements, responsibilities and obligations of a large, diverse and complex organisation.

Experience of providing support to senior and line managers. **(S)**

Experience of delivering to specified outcomes in pressured environments and contributing towards their personal and collective development.

Ability to support delivery of effective performance measures and a performance culture that achieves objectives and drives up performance standards.

Experience in the interpretation and practical application of the legislation, regulations, standards and codes of practice relating to health, safety and welfare and other associated and interdependent areas of work.

### **Professional Qualification and Education**

NEBOSH National Diploma or Equivalent

NEBOSH General Certificate or Equivalent **(S)**

Technical or graduate member of the institute of occupational health and safety **(S)**

Ideally experience in a similar role with relevant sector e.g. Social Housing, Local Government

### **Equality & Diversity**

Commitment to implement the Council's Equal Opportunities policies.

Awareness of Equal Opportunities issues

Awareness of and a commitment to Equality of Access and Opportunity in a diverse community

Understanding of how equality and diversity relates to this post.

### **Personal Qualities**

Is open, honest and respectful and approachable to customers, members of Lewisham and external third parties as well as Stakeholders

DBS Disclosure Required?    No    ☒    Basic    ☐    Enhanced    ☐

**(Tick as appropriate – guidance available from your HR Advisor)**

### **Physical**

Generally candidates must meet the standard Lewisham requirements for the post