LONDON BOROUGH OF LEWISHAM
JOB DESCRIPTION

Job Title:	Junior Housing Health and Safety Advisor	**Grade:**	SC5
Reports to:	Housing Health and Safety Manager	**Directorate:**	Housing
Division:	Compliance	**Team:**	Housing Health and Safety Team

MAIN PURPOSE OF THE JOB:

To provide day to day health and safety support across the Housing Directorate, helping managers and staff meet the Council's obligations under relevant health and safety legislation, guidance and Council policy. The postholder carries out risk assessments, monitoring, reporting and record keeping independently, and supports the Housing Health and Safety Advisors and Housing Health and Safety Manager on complex, higher risk or contentious matters.

The postholder works within defined procedures and agreed limits of authority, referring matters that require greater experience, professional judgement or formal authority to a Housing Health and Safety Advisor or to the Housing Health and Safety Manager, while developing the competence needed to progress to full Advisor level.

PERSONAL DUTIES

1. Quality check and assist with the completion of incident and accident investigations
2. Draft, review and update routine and work specific task and activity risk assessments with managers, and support the Housing Health and Safety Advisors with complex, high hazard or contentious assessments.
3. Support the risk assessment programme by tracking review dates, monitoring progress of agreeing remedial actions and reporting overdue or unresolved items to the responsible manager and to the Housing Health and Safety Advisors.
4. Manage lone worker device and portal, while working to improve compliance numbers throughout the directorate.
5. Manage the team’s local inbox, escalating concerns where required
6. Provide first line advice to managers and staff on established Council health and safety policies, procedures and arrangements.
7. Administer the accident, incident and near miss reporting process for the Housing Directorate, ensuring reports are logged accurately and promptly, and carry out initial fact finding for low severity incidents.
8. Assist the Housing Health and Safety Advisors with the investigation of serious, high potential or externally reportable incidents by gathering evidence, preparing draft findings, contributing to corrective action plans and Investigation conclusions.
9. Support internal health and safety audits and compliance checks by preparing documentation, collecting evidence and completing allocated sections.
10. Maintain accurate health and safety records, registers and management information for the Housing Directorate, including inspection, incident, training and compliance data.

11. Support the delivery of health and safety training and briefings by coordinating arrangements, maintaining training records, briefings and toolbox talks.
12. Promote positive health and safety engagement with employees across the Housing Directorate.
13. Accompany and support the Housing Health and Safety Advisors at meetings with senior managers, trade union safety representatives and external parties, contributing information and taking actions forward.
14. Keep up to date with health and safety legislation, codes of practice and good practice relevant to housing services, share relevant developments with the team.
15. Work within defined limits of authority, undertaking routine work independently and referring novel, high risk, disputed or business critical matters.
16. Liaising with suppliers, managing and processing payments and purchase orders
17. Undertake other responsibilities within the scope and grade of the post, as determined by the Housing Health and Safety Manager.

All Employees are required to:

- Carry out the duties of the post with due regard to the Council's Equal Opportunities Policy and all other Council relevant codes and procedures
- Carry out duties with due regard to the Council's values and behaviours
- Participate in the Performance Evaluation Scheme (PES) and to undertake appropriate training and development identified to enhance their work
- Treat all information acquired through employment, both formally and informally, in strict confidence
- Undertake other duties, commensurate with the grade, as may reasonably be required.

Key Contacts will include:

Internal: Housing Health and Safety Manager and Housing Health and Safety Advisors; managers, supervisors and operational staff across the Housing Directorate; the Council's Corporate Health and Safety Team and health and safety colleagues in other directorates; trade union safety representatives (alongside a Housing Health and Safety Advisor); residents where relevant to a health and safety matter.

External: contractors and their supervisors working on Council housing sites; training providers; relevant professional bodies and networks, in order to keep abreast of best practice.

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.

PERSON SPECIFICATION

JOB TITLE: Junior Housing Health and Safety Advisor

DIVISION: Compliance **GRADE:** SC5

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 and 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.

Equal Opportunities	Commitment to implement the Council's Equal Opportunities Policies Awareness of equalities issues within an inner London authority and experience of how to integrate diversity and inclusion approaches into people management solutions	
Knowledge & Experience	Working knowledge of health, safety and welfare legal and statutory requirements, responsibilities and obligations, and the ability to apply them to routine situations within a large, diverse and complex organisation, with guidance available for complex matters. **(S)** Understanding of health and safety policies, procedures, risk assessments, inspections, records and performance standards, and of the purpose of audits and reviews within a health and safety management system. Awareness of Local Government structures and of the operating environment of housing services.	

	Experience of carrying out or supporting workplace inspections, risk assessments and health and safety record keeping. **(S)** Experience of supporting accident, incident and near miss reporting and of contributing to investigations and corrective action plans. Experience of supporting the delivery of health and safety training, briefings or inductions and of maintaining training records. Experience of providing support to line managers and of working as part of a professional team. Experience gained in the Public Sector, Social Housing, Government Facilities or a similar regulated environment. **(Desirable)**	
Aptitude & Skills	Clear written and verbal communication, with the ability to explain health and safety requirements in plain language to staff at all levels. Strong attention to detail and accuracy in documentation, records, inspections and risk assessments. Ability to plan and prioritise own workload, manage several tasks at once and meet deadlines in a pressured environment. Ability to work independently on routine matters while recognising the limits of own competence and knowing when to seek guidance or escalate. **(S)** Sound IT skills, including office software and health and safety record keeping or management systems. Ability to gather, check and present information and to prepare clear draft reports for review. Ability to build effective working relationships and to engage constructively with staff, managers, contractors and stakeholders.	
Personal Qualities/ Behaviours	Be **resident focused.** With the ability to listen to learn, think broadly and find solutions, make decisions and take action.	

	Be **ambitious to improve.** A person who takes responsibility, creates and innovates, measures and evaluates. Take a **one council** approach. Inspiring and communicating, trusting and empowering, collaborating. A strong commitment to probity, honesty and openness, treating people consistently, fairly and with respect Proactive, positive, customer centric and determined to add value. Evidence of commitment to continued professional development. A clear commitment to professional development and to progressing towards full Health and Safety Advisor competence. Open to supervision, feedback and structured learning, and confident in asking for guidance when a matter falls outside their experience.	
Qualifications	EBOSH General Certificate or equivalent, or working towards it with completion within an agreed period. **(S)** Safety, Health and Environment Technician (Level 3) apprenticeship, or an equivalent Level 3 health and safety qualification. Technical Membership of the Institution of Occupational Safety and Health (TechIOSH), or a commitment to working towards it, as a step towards the Technical or Graduate membership required at Advisor level. Evidence of continuing professional development in health and safety.	
Circumstances	Able to attend meetings in the evenings; to work outside normal office hours; and to work beyond minimum hours as and when required to achieve deadlines.	
Physical	Generally, must meet LB Lewisham requirements for the post.	