



Health & Safety Officer – Maintenance Business Partner

Up to £42,000

beacon 



Job Title: Health & Safety Officer - Maintenance Business Partner

Place of work: Hybrid but it is expected that the successful role holder will be mainly working at either/and/or Beacons Swansea or Tonypandy offices

Hours of work: 35 per week, flexibly by agreement

Salary: £42,000

About Beacon

At Beacon we're a team in the truest sense of the word. We value relationships highly, so we invest in them daily. As a result, our workplace culture is open, trusting and respectful. It's also safe, which we think is pretty critical to encouraging new ideas and approaches.

We employ almost 380 people across Southwest Wales and we trust every single one of them to know, and do, their work in the way that gets the best results for residents, the local community and the planet.

We aim to be a 10,000-home organisation for the future; one which constantly raises the bar to deliver improved services and homes for residents.

Job Summary

Beacon are a newly formed organisation following a merger between Coastal Housing Group Ltd and RHA Wales Ltd and as part of this exciting new journey, we are seeking an enthusiastic, collaborative individual who's passion for Health and Safety shines through.

No two days are the same in Social Housing and the role of the Health and Safety Officer, Maintenance Business Partner is no exception within this, so it is key that the successful applicant will have experience of dealing in dynamic situations with a head for thinking on their feet with the ability to adapt to a number of different situations and circumstances.

The successful role holder will be responsible for providing guidance advice in a maintenance and Estates setting in the delivery of Health and Safety across the Groups properties.

Purpose of Role

To provide support to the Health and Safety Manager for the management of Health & Safety for Beacon Cymru Group Ltd whilst ensuring effective management of Health & Safety systems employed by the Group.

Alongside the Health and Safety Manager promote a positive Health & Safety culture within the Group and engage with relevant stakeholders in the application of a safe working environment.

To work collaboratively with colleagues across the Group in the exchange of information and working practices in order to foster better, more safer ways of working.

Be fully conversant with Health and Safety legislation and aware of the responsibilities expected of the Beacon Group and colleagues as required under the Health and Safety at Work etc. Act 1974.

Core Duties

- Be the first point of contact for all health and safety related queries from the Maintenance and Estates Teams
- Ensure that all Health & Safety policies, procedures, rules and regulations are regularly reviewed, updated and communicated.
- Ensure the completion and regular review of risk assessments for all work equipment and tasks undertaken by the Maintenance and Estates Teams and keep accurate records.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Provide support to Health and Safety Manager to develop health & safety policies, safe systems of work and procedures.
- Establish a full programme of documented health & safety inspections, audits and checks for all tasks undertaken by the Maintenance and Estates Teams.
- Be able to deliver health and safety training and be comfortable in a training delivery environment
- Be responsible for the administration of the lone worker system across all departments
- Be responsible for the administration of the first aid requirements across the organisation
- Disseminate information relating to Health and safety Policies via team meetings and the Groups communications platforms.
- Ensure that all agreed action points are completed within deadlines from accident investigations, audits, inspections and checks.
- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
- Participate in monthly meetings when required to report on relevant health & safety matters in the absence of the Health and Safety Manager.

General Responsibilities

- Be aware of and comply with Statutory and Legal obligations, the Group's corporate aims, values, policies and procedures, tenancy conditions and good practice.
- To work flexibly within the department and provide cover where necessary.
- To undertake training as required, whether identified by self or others in the Group
- To comply with the Health & Safety regulations and the Group's working procedures
- To treat colleagues and clients in a fair and non-discriminatory way
- Carry out any other duties reasonably determined by the Group

NB. *This is not exhaustive and may change to meet the needs of Beacon Cymru Group.*

Essential**Desirable****Person Specification**

Education		
✓		Literate and numerate
Experience		
✓		NEBOSH qualified
✓		At least 3 years' relevant experience working in a similar role
	✓	Member of Institute of Occupational Health and Safety (IOSH)
Skills & Knowledge		
✓		Experience of developing Health and Safety policies and procedures
✓		Experienced and comfortable in the delivery of Health and Safety training, including but not limited to, Working at Heights, Manual Handling, DSE and COSHH
✓		Excellent verbal and written communication and presentation skills
✓		Experience in working in a customer focused environment
✓		Ability to work in, and adapt to a multi-skilled rapidly changing environment
✓		Ability to challenge people in a fair and proportionate manner
Personal Qualities		
✓		Excellent communication skills including the ability to listen, mediate and negotiate
✓		Professional attitude to work and manner
✓		A positive outlook and enjoy helping others
✓		Ability to cope in a pressurised working environment and work to deadlines
✓		An adaptable approach and willingness to learn
✓		A receptive and adaptable approach to change and open to new ways of doing things
✓		The ability to work as a team member
✓		To work independently and on own initiative
✓		Able to sustain good working relationships
General		
✓		Willing to attend off site meetings which may be held outside office hours as and when necessary
✓		Willing to undertake any training that will develop the role and themselves
✓		Full Driving licence and access to a vehicle