

ROLE PROFILE

Role details			
Job title	Health & Safety Officer	Department	Head Office – Rogart Street Campus, Bridgeton, Glasgow
Reports to	Director of Operations	Direct reports	N/A
Salary	£33,500 pa	Date reviewed	April 2024

Role summary

Reporting to the Director of Operations, the Health & Safety Officer works as part of the operations team to provide information, advice and support on all health and safety matters across the organisation to ensure that safe systems of work are maintained. Working collaboratively with Operations & Registered Service Managers, this specialist role will require to maintain up to date knowledge of health and safety legislation and relevant case law, particularly relating to the care sector

MAIN TASKS

- To maintain and improve upon the current health and safety management system which ensures the organisation complies with statutory responsibilities and provides safe working environments in all areas of the organisation
- To provide specialist advice, support and guidance to management on the full range of health and safety matters
- To develop and deliver a comprehensive range of training programmes in relation to health and safety to ensure that operational management and employees are appropriately trained and made aware of their health and safety responsibilities
- To analyse employee accident and incidents and RIDDOR reports, conducting investigations and recommending actions as directed by the Regional Manager or senior management team
- To conduct health and safety risk assessments as directed by Operations Managers or Executive team
- To continue with the established rolling programme of health and safety audits inspections and assessments across all locations, working collaboratively with Operations Managers and Project Managers to assist the progress of identified actions

- To record and monitor feedback from Self-Assessment Tools and Fire Risk Assessments highlighting identified actions to Operations Managers
- To prepare regular reports for the Executive team highlighting key health and safety risk areas
- To monitor, interpret and implement all new and revised health and safety legislation or guidelines. Oversee the planning and implementation of changes required, including developments to policy and procedure; ensuring that significant changes are communicated in the most appropriate manner
- To attend health and safety committees/employee representative meetings to update on health and safety matters
- To liaise with external agencies to clarify advice or recommendations and support Operations Managers and Project Managers to progress health and safety or facilities matters, e.g. SFRS, HSE, Environmental Health, Housing Associations

Behaviours and competencies

- Act at all times in a way that promotes the organisational values of Life, Justice and Community
- Represent the organisation in a positive manner at all times
- Fully participate in the organisation's Supervision and Appraisal processes
- Work flexibly to meet the requirements of the post

Person specification

Experience and qualifications required:

Essential

- Excellent communication and organisation skills
- Competency in the use of IT
- Necessary health & safety qualifications to conduct risk assessments, audits and training e.g. NEBOSH, IOSH, relevant degree
- Excellent administrative skills and great attention to detail
- Flexibility and adaptability in responding to the changing needs of the organisation
- The ability to work to deadlines and manage a busy workload
- Private transport to travel around services (full driving licence)

Desirable

-

Job deliverables and requirements

- Ensure adherence to best practice and regulatory requirements throughout all health and safety activities
- Adhere at all times to The Mungo Foundation Policies and Procedures

- Maintain a safe working environment ensuring your own personal safety and the safety of others.
- Comply with The Mungo Foundations Financial Standing Instructions and associated procedures
- Comply with legislative, regulatory and good practice requirements in the provision of health and safety advice

Other working arrangements

- External stakeholders
- Internal stakeholders (Chief Executive, Executive Team, Board, Senior Management team)
- Staff in Head Office and in the Projects