Health and Safety Advisor

Job description and person specification

Housing Plus Group

Job description – Health and Safety Advisor

Reporting to the– Head of Corporate Health and Safety

People responsibility:

- Direct reports = **0**
- Indirect reports = **0**
- Total employees = **0**

Work location:

Hybrid role – combination of office-based, service-site visits, and remote working as required to support the wider organisation.

Summary of role:
This role Health and Safety Advisor plays an integral part in supporting the safe, compliant, and efficient operation of all areas of the business. This role enables the operational delivery of the organisation's strategic priorities:

- Delivering more for our customers
- Having the capacity to build more homes
- Being a great place to work for our colleagues
- Being a financially resilient business
- Being a key influencer in the region

The role has responsibility for role modelling and embedding our valued behaviours, and supporting the wider business to develop a positive, inclusive and engaging culture:

- Own it – Make it happen
- Improve it – Move things forward
- Live it – Show understanding and compassion

Key areas of responsibility:

- Provide professional health and safety advice, guidance, and support across all business areas.
- Support managers in identifying, assessing, and controlling risks across services, offices, and operational sites.
- Assist in implementing, maintaining, and embedding the Group's health and safety management system, policies, and procedures.
- Conduct risk assessments, inspections, audits, and site reviews; report findings and support corrective actions.
- Support incident reporting, investigation, and learning, ensuring corrective actions are implemented and communicated.
- Promote a positive safety culture, encouraging open reporting, learning from incidents, and continuous improvement.
- Ensure compliance with all relevant legislation, regulatory requirements, and internal policies.
- Provide guidance for contractors, temporary staff, and third-party service providers.
- Support health and safety training initiatives and awareness campaigns.
- Maintain accurate records and reports on health and safety performance, trends, and risks.

- Handle data responsibly, ensuring accuracy, security, and appropriate use in line with data governance policies.
- Identify and take responsibility for correcting inaccurate data encountered in day-to-day work, escalating where required.

Additional responsibilities:

- **Financial responsibility:**

  Manage and control expenditure related to health and safety activities within agreed budgets, where applicable.

- **Health and Safety:**

In order to maintain a safe working environment, keep yourself and others safe, maintain a positive safety culture and help your Line Manager and Safety Representative achieve our Health & Safety aims and objectives, you will be conversant with the Current Health And Safety Policy on the Intranet in particular the Statement of Intent and section 5.6 and 5.7 of the Policy "Health & Safety Responsibilities".

  - Responsible for ensuring that all of the Group's Health and Safety policies and procedures are fully implemented and adhered to

- **Data Protection:**

  - To follow the Data Protection principles in all work activity
  - To attend any training specific to the role regarding GDPR

No job description can be entirely comprehensive, and the jobholder will be expected to adapt and carry out such other duties as may be required from time to time, on the understanding that they will be within the individual's remit and capability, and consistent with the status and responsibilities of the role within the organisation.

Person Specification

What do I need to be successful as the Health and Safety Advisor:

- A team working ethos with exceptional collaboration skills which motivate and inspire.
- Able to communicate, support the organisation's priorities, culture and purpose.
- Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues.
- The ability to devise or contribute to encourage new ways of working in times of transition. Be consistently positive about new ideas and learning.
- A sound understanding of the challenges facing the housing sector and the regulatory and legal frameworks we operate within. Ensure that business risks are identified, discussed and managed.
- A strong commitment to Equality, Diversity and Inclusion.
- The ability and experience to contribute to any governance or regulatory issues which the organisation may encounter.
- Ability to work at pace.
- Skilled at negotiating and influencing, with ability to apply different techniques to varying situations.

- Able to communicate complex information in a concise and accessible way to a variety of audiences.
- Knowledgeable and up to date regarding technology and digital aspects of portfolio.
- Ability to influence and engage colleagues at all levels without direct authority.
- Positive, solution-focused, and adaptable to change and evolving priorities.
- Strong commitment to Equality, Diversity, and Inclusion.
- Resilient and able to work effectively under pressure in a fast-paced, multi-service environment.
- Proven experience providing health and safety advice in operational, regulated, or complex environments.
- Sound knowledge of UK health and safety legislation and regulatory requirements.
- Experience conducting risk assessments, audits, inspections, and monitoring compliance.
- Experience supporting multiple operational areas or functions (e.g., property services, care/support, central services).
- Experience supporting incident investigations and implementing corrective actions.
- Awareness of H&S reporting systems, data collection, and performance monitoring.
- Excellent communication skills, able to explain complex H&S information clearly to diverse audiences.
- Strong analytical and problem-solving skills, with the ability to identify trends and recommend improvements.
- Ability to work at pace, manage competing priorities, and meet deadlines.
- Skilled at influencing, negotiating, and building positive relationships across the organisation.
- Competent in using digital systems and software for recording, reporting, and monitoring health and safety compliance.
- Ability to encourage new ways of working and continuous improvement.
- Ability to support or contribute to organisational governance or regulatory reporting.

Additional specialist skills and qualifications to be successful in this role:

- Experience within social housing, care/support, property, or facilities management sectors. **[Essential]**
- Understanding of regulatory frameworks specific to housing and care services (e.g., CQC, HHSRS, CDM). **[Essential]**
- Relevant health and safety qualifications (e.g., NEBOSH, IOSH Managing Safely) **[Essential]**
- Membership of a relevant professional body (e.g., IOSH). **[Desirable]**
- Experience delivering H&S training or awareness sessions. **[Desirable]**

Training and Development:

In line with our Group values ‘Own it, Improve it, Live it’ you will receive a role specific training plan to support you in the role of Health and Safety Advisor.

You will be required to complete continuous professional development, to further support your role and the Group.