# Health and Safety Business Partner

Job description and person specification

Housing Plus Group

# Job description – Health and Safety Business Partner

Reporting to the Head of Corporate Health and Safety

**People responsibility:**

- Direct reports = **1**
- Indirect reports = **3**
- Total employees = **4**

**Summary of role:**

As part of the Group's structure, the Health and Safety Business Partner provides expert professional advice, guidance, training, and assurance across all operational areas of the organisation.

The role is a group-wide, transferable Business Partner position, supporting housing, construction, care and support, and corporate services, enabling consistent application of the Health and Safety Management System (SMS) and driving a positive safety culture.

The postholder acts as a trusted advisor to senior leaders and managers, supporting the identification, assessment, and control of risk in line with statutory requirements and organisational standards.

The role supports delivery of Group priorities:

- Delivering more for customers
- Expanding and maintaining quality homes and services
- Creating a safe, inclusive, and high-performing workplace
- Ensuring financial and operational resilience
- Strengthening regional influence and stakeholder confidence

The role has leadership 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:**

**1. Health and Safety Leadership and Culture Development**

- Act as a Health and Safety Business Partner across allocated Group services and/or regions.
- Provide expert, proactive advice to leaders to support compliance and risk management.
- Promote a strong, positive safety culture with a focus on learning, openness, and continuous improvement.
- Influence without direct authority to embed safe working practices across all operational areas.
- Support leadership capability in health and safety accountability and decision-making.

- Contribute to the development of organisational safety strategy and improvement plans.

**2. Operational Risk and Compliance Management**

- Support implementation and continuous improvement of the Group's Health and Safety Management System (SMS).
- Provide competent advice on risk assessments, safe systems of work, and control measures across diverse hazards including:
- Fire safety and building safety risks
    - Construction and CDM-related risks
    - Care and support service risks (including manual handling and infection control)
    - Occupational health risks including noise and vibration exposure
- Support incident investigation, root cause analysis, and implementation of corrective actions.
- Support internal audits, inspections, and regulatory assurance activity.
- Monitor performance data to identify trends, risks, and improvement opportunities.
- Ensure compliance with applicable legislation and frameworks including:
    - Health and Safety at Work etc. Act
    - HHSRS
    - CDM Regulations
    - CQC requirements (where applicable)
    - Safeguarding and associated statutory guidance

**3. Training, Development and Competence Building**

- ➢Design, develop, and deliver health and safety training across the Group based on risk assessment and organisational need.
- ➢Support operational teams in developing competence in key risk areas including:
    - Manual handling
    - Fire safety
    - Construction safety
    - Care environment risks
    - Noise and hand-arm vibration awareness and control
- ➢Contribute to development of internal training programmes delivered by the H&S team.
- ➢Support development of a competent internal resource model to reduce reliance on external consultants.
- ➢Promote continuous professional development across operational teams.

**4. Stakeholder Engagement and Influence**

- ➢Work collaboratively with service leaders, managers, and contractors to support safe service delivery.
- ➢Provide clear, practical, and proportionate health and safety advice across diverse operational environments.
- ➢Influence senior stakeholders and support governance and decision-making processes.
- ➢Communicate complex health and safety information in a clear and accessible way.

**5. Data, Assurance and Continuous Improvement**

- Use health and safety data systems to monitor performance, compliance, and risk trends.
- Produce and contribute to reports for senior management and governance bodies.
- Use audit, inspection, and incident learning to drive continuous improvement.
- Support development of consistent Group-wide assurance frameworks.

**Additional responsibilities:**

- **Financial responsibility:**
  - Responsible for monitoring identified expenditure within agreed budgets. Key risks to be escalated to Head of Corporate Health and Safety/Director of Building Compliance and Safety, as required.

- **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 Business Partner:**

- Strong stakeholder management and influencing skills at senior level.
- Ability to work across multiple priorities in a fast-paced environment.
- Strong analytical skills with ability to interpret and use data effectively.
- Excellent communication skills across all levels of the organisation.
- Ability to design and deliver engaging training and development sessions.
- Strong commitment to collaboration, inclusion, and continuous improvement.
- Ability to identify and manage risk in complex environments.
- Role model the Group's valued behaviours; Own it, Improve it and Live it, ensuring valued behaviours are embedded in your team through effective support, recognition and performance management.
- Encourage collaboration and a "one team" mentality across Care, Support, and Central Services.
- A team working ethos with exceptional people management and team leadership skills which motivate and inspire.
- Ability to champion collaboration, break down silos and encourage a one team mentality.
- Able to communicate, support the organisation's strategic priorities, culture and purpose.

- Support the implementation of departmental plans and ensure high quality day to day service delivery.
- Experience of measuring and monitoring effective service delivery and addressing performance concerns or issues.
- Experience of contributing to organisation-wide strategic planning
- 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.
- Strong senior stakeholder management and the ability to influence and shape organisational change.
- 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.
- Skilled at negotiating, influencing, and leading without direct authority.
- Experience in monitoring service performance, audits, inspections, and addressing compliance issues.
- Strong senior stakeholder management, including reporting to boards or committees as required.
- Ability to communicate complex H&S information clearly to multiple audiences.
- Strong analytical skills with experience using data to inform decision-making.
- Ability to work at pace and manage competing priorities across multiple locations.

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

**Essential:**

- NEBOSH General Certificate in Occupational Health and Safety
- Tech IOSH (minimum membership level)
- Commitment to achieving:
    - Level 6 Health and Safety qualification
    - Cert IOSH
- Experience providing health and safety advice in a complex or multi-sector environment
- Strong understanding of UK Health and Safety legislation
- Experience of incident investigation, audits, and compliance monitoring
- Ability to influence without direct authority
- Experience working across multiple operational environments

**Desirable:**

- IOSH membership above Tech level at appointment
- Qualifications or training in:
    - Noise at Work Competency
    - Hand Arm Vibration (HAVS) Competency
    - Food Safety (for audit of catering environments)

- Fire Safety or Construction Safety
- Experience in housing, construction, property, care, or related sectors (not essential to widen candidate pool)
- Experience in regulated environments (e.g. CQC or equivalent)

**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 Business Partner.**

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