



## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	Health and Safety Lead Coordinator – Property Services
<b>LOCATION:</b>	Newlon House, 4 Daneland Walk, London N17 9FE
<b>SALARY:</b>	£42,650 PA plus eligibility to participate in the Performance Related Pay Scheme
<b>REPORTING TO:</b>	Property Services Director

## JOB OBJECTIVE

To act as the competent person for Health and Safety purposes to Newlon Housing Trust (Newlon), providing advice and support to the executive team and managers in order to assist them in complying with their duties under the Health and Safety at Work Act and supporting regulations.

## SPECIFIC TASKS AND RESPONSIBILITIES

Key Tasks and Responsibilities		Performance Standards
1	To ensure Newlon meets its statutory, regulatory, legal and moral responsibilities for the health and safety of all key stakeholders.	<ul style="list-style-type: none"> <li>• Newlon's Health and Safety policy and related policies and procedures are kept up to date and reflect latest legislative and regulatory requirements and expected good practice.</li> <li>• Executive team, managers and employees made aware of relevant health and safety matters, including new and changes to current legislation, regulations and codes of practice.</li> <li>• To lead on external stakeholder management to support the aims and objectives of Newlon.</li> </ul>
2	To lead on providing strategic support on health and safety for the effective development, maintenance and management of suitable arrangements.	<ul style="list-style-type: none"> <li>• Appropriate health and safety arrangements and procedures formulated and developed to meet the Trust's aims and objectives.</li> <li>• Robust arrangements for ongoing monitoring, evaluation and reporting on health and safety arrangements across Newlon.</li> <li>• Leadership, advice and support provided as a key member of Newlon's Health and Safety Working Group.</li> <li>• Management of external consultancy support, as required.</li> <li>• Appropriate staff consultation undertaken on health and safety matters, including reports and attendance at Newlon's Staff Forum.</li> </ul>
3	To lead on the co-ordination of health and safety activities across Newlon, identifying health and safety issues and promoting a positive safety culture. Working with	<ul style="list-style-type: none"> <li>• To advise, support and to take a leading role in Newlon's Health and Safety Working Group.</li> </ul>

Health and Safety Lead Coordinator

	departments to develop and implement H&S programs and action plans.	<ul style="list-style-type: none"> <li>• Research and analysis of statistical information, legislation, regulatory guidance and good practice undertaken and findings presented to appropriate manager groups, committees or Board.</li> <li>• Periodic checks, inspections and audits on compliance carried out, with any shortcomings notified to the relevant person along with recommendations for improvements.</li> </ul>
4	To lead on the development, organisation and / or delivering of health and safety training, identifying relevant training and guidance to support Newlon's H&S arrangements.	<ul style="list-style-type: none"> <li>• In liaison with Newlon's HR Training Manager, an ongoing health and safety training programme for all employees formulated and implemented.</li> <li>• Deliver such training to Newlon employees as is possible within the relevant areas of competency.</li> <li>• Relevant information and guidance shared across Newlon as appropriate.</li> </ul>
5	To lead on the management of Newlon's system for recording, reporting and monitoring of accidents and incidents.	<ul style="list-style-type: none"> <li>• Accidents and incidents properly recorded in the accident log and followed up where necessary.</li> <li>• Expert advice to managers conducting incident investigations.</li> <li>• Regular reports and analysis provided to H&amp;S Working Group, Executive Team and relevant Board and Committees.</li> <li>• Report notifiable incidents to the relevant authorities (e.g. RIDDOR).</li> </ul>
6	To make active input to the development of the health and safety strategy and thereafter manage the budget for consultancy and training.	<ul style="list-style-type: none"> <li>• Draw up proposals for items to be costed and fed into the health and safety budget setting process.</li> <li>• Expenditure controlled and budget properly managed in line with financial regulations.</li> <li>• Budget forecasts and estimates provided. Invoices and payments processed promptly in line with Newlon policies.</li> </ul>
7	To lead on investigations following health and safety concerns, failures or insurance claims across Newlon including establishing and managing the lessons learned on health and safety matters.	<ul style="list-style-type: none"> <li>• Undertake initial investigations into potential health and safety breaches, escalating as appropriate.</li> <li>• Following any major incident or report of serious concerns, ensure suitable investigations undertaken and findings presented to appropriate manager groups, committees or Board.</li> <li>• As required, competent health and safety advice and guidance provided to Board members, staff, contractors and residents.</li> </ul>

8	To positively support and contribute to the delivery of Newlon Gold and other corporate initiatives.	<ul style="list-style-type: none"> <li>• Adherence to Newlon Gold principles of customer service when dealing with both internal and external customers.</li> <li>• Support offered to customer facing colleagues to deliver Newlon's service standards.</li> </ul>
9	To be part of Newlon's Property team, and sit on the Property Services Management Team.	<ul style="list-style-type: none"> <li>• Sit on Property Services Management Team</li> <li>• Fully participate in Property team meetings.</li> <li>• Preparing and contributing to plans and strategies.</li> <li>• Assist in setting budgets and making bids for funding.</li> <li>• Writing and contributing to reports.</li> <li>• Assisting in delivering corporate and Departmental objectives and ensuring the business plan is delivered.</li> </ul>
10	To lead on Newlon achieving ISO certifications relevant to health, safety and welfare.	<ul style="list-style-type: none"> <li>• Develop working systems and record keeping to achieve and retain ISO certifications.</li> <li>• Preparing and contributing to plans and strategies.</li> </ul>
11	To provide advice related to relevant environmental legislation, documents and proposals.	<ul style="list-style-type: none"> <li>• Assisting in delivering corporate and Departmental objectives.</li> <li>• Fully participate in meetings.</li> <li>• Relevant information and guidance shared across the Trust as appropriate.</li> </ul>
<p>No job description can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time which are broadly consistent with those in this document.</p>		