

Health & Safety Specialist

Job Description

Pod: Property

Stem: Home Safety

Reports to: Home Safety Manager

Direct reports: None



Red Kite's Expectations

The health and safety of our tenants and staff is paramount, and we strive to be sector-leading in this area. You will provide specialist health and safety and building safety expertise across the organisation, leading the development of our overall approach and acting as the key point of contact for advice and guidance.

A key focus will be ensuring effective implementation of requirements arising from the Fire Safety Act and Building Safety Act. You will oversee occupational health and safety across the organisation, ensuring a robust, compliant and proactive approach aligned with legislation and recognised best practice.

You will play a central role in strengthening our safety culture, ensuring that tenant feedback informs decision-making and that health and safety is embedded across all areas of the organisation. Through your expertise, you will ensure effective policies, safe systems of work and consistent application of health and safety standards.

Key Responsibilities

- Lead the development, implementation and continuous improvement of the organisation's health and safety framework, including policies, procedures and management systems.
- Provide expert health and safety advice to tenants, leaseholders, Board members, the Executive Team, managers and staff.
- Lead the organisation's approach to compliance with health and safety legislation and regulatory requirements, ensuring these are implemented effectively in practice.
- Work in partnership with the Home Safety Manager to deliver a coordinated and effective approach to building and occupational safety.
- Identify, assess and manage organisational health and safety risks, ensuring appropriate controls are in place and embedded.
- Oversee audit and assurance activity, ensuring effective monitoring and continuous improvement of health and safety performance.
- Manage compliance with key regulatory frameworks, including the Building Safety Act, Fire Safety Act and CDM Regulations, through effective oversight of contractors and partners.
- Design and deliver health and safety training to ensure managers and employees have the capability to meet their responsibilities.
- Maintain oversight of the Corporate Health and Safety Risk Register, ensuring risks are accurately recorded, mitigated and regularly reviewed.
- Monitor performance through data and KPIs, providing clear and timely reporting to senior management and the Board.

- Support managers in the development and application of risk assessments, method statements and safe systems of work.
- Lead investigations into accidents, incidents and near misses, ensuring compliance with reporting requirements (including RIDDOR) and embedding organisational learning.
- Act as the key point of contact for external regulators and enforcement bodies where required.
- Develop and implement guidance and communications to support understanding and application of health and safety responsibilities across the organisation.
- Manage and maintain key policies (e.g. Lone Working) to ensure effective implementation in practice.
- Participate in the on-call rota and provide support during emergencies where required.

Our essentials

- Demonstrable experience of influencing and advising stakeholders at all levels, including senior leaders.
- Ability to interpret and apply health and safety legislation in a practical organisational context.
- Experience of developing, implementing and improving policies, systems or frameworks.
- Strong analytical skills, with the ability to assess risk and make sound, evidence-based recommendations.
- Ability to communicate complex information clearly and effectively to a range of audiences.
- Experience of driving organisational improvement and embedding best practice.

Added extras

- Experience of working within the housing or property sector.
- Experience of working with regulators or external assurance bodies.
- Experience of leading organisational cultural change programmes in safety or compliance.

Qualifications, Skills & Experience

- Minimum of 3 years' experience in occupational health and safety, with a proven track record of delivering effective systems and advice.
- Strong understanding of UK health and safety legislation and best practice.
- Experience of undertaking risk assessments and incident investigations.
- Experience working in a customer-focused environment.
- Knowledge of key compliance areas within housing or property management (e.g. Big 6 compliance).
- NEBOSH or IOSH qualification (or equivalent).
- Good understanding of construction-related health and safety.
- IT literate, with proficiency in Microsoft Office applications.
- Full UK driving licence with the ability to travel between sites as required.

General responsibilities

- **Tenant Focus** - Deliver a responsive, respectful and inclusive service to Tenants, placing their needs at the centre of decision-making and always ensuring a positive Tenant experience.
- **Compliance and Regulatory Standards** - Ensure all activities comply with relevant legislation, regulatory standards (including the Regulator of Social Housing), and internal policies, maintaining the highest standards of governance and accountability.
- **Safeguarding** - Promote and safeguard the welfare of Tenants and staff, recognising and appropriately responding to safeguarding concerns in line with Red Kite policies and statutory requirements.
- **Health and Safety** - Take reasonable care for the health and safety of yourself and others, ensuring compliance with health and safety legislation, policies, and procedures at all times.
- **Equity, Diversity and Inclusion (EDI)** - Actively support equity, diversity and inclusion, treating all individuals with dignity and respect, and contributing to an inclusive environment for employees and Tenants.
- **Values and Behaviours** - Demonstrate and promote organisational values and expected behaviours, contributing to a positive, collaborative and high-performing culture.
- **Data Protection and Confidentiality** - Handle all information in accordance with GDPR and data protection requirements, maintaining confidentiality and ensuring data integrity.
- **Financial and Resource Responsibility** - Use organisational resources responsibly and, where applicable, operate within delegated financial limits to deliver value for money.
- **Flexibility Clause** - Undertake any other duties commensurate with the role, as reasonably required, to support the effective delivery of services.

- **Hybrid Working** - Work flexibly in line with organisational arrangements, balancing business needs with effective collaboration and service delivery.
- **Commitment to Professional Development** - Maintain and develop professional knowledge and skills, participating in training and development opportunities as required.