



Compliance Specialist - Health and Safety

Reports to: Compliance Manager

Above everything, the safety of people living in our homes is the absolute priority. With more than 6,000 homes and many more customers, this role is all about keeping an unfaltering focus on all things health and safety, so that we keep on the straight and narrow and protect our customers. Your efforts, at all times, will be on providing expert and specialist advice to our leadership team and other colleagues on health and safety legislation, regulation and best practice (including the Housing Health and Safety Rating System (HHSRS)). But we need more than that - we need a pragmatic professional, who can bring legislation to life, bringing people with you on our journey, making sure we're safe and compliant every step of the way. We also need you to work closely with our facilities management service for our head office, providing help, guidance and professional expertise when needed.

What we need you to do:

- Advise our Board, leadership teams and colleagues on the implications of current and emerging health, safety and welfare legislation and regulations, including evaluating options, making recommendations and generating action plans to ensure compliance across the team
- Develop, evaluate, monitor and review health and safety policy, procedures and practice to make sure that at all times, we are fully compliant
- Work with colleagues to develop strategy, policy and procedures in areas of compliance and the wider business
- Oversee a regular cycle of audits which evaluate the effectiveness of health and safety policies, systems and procedures, and identify and implement improvements with our managers
- Identify and manage plans to meet the training needs of employees and Board members, including setting and monitoring the training budget in consultation with the Head of People
- Develop and deliver training sessions as necessary and source external training providers when required
- Coordinate and review the corporate health and safety risk register and identify and record risks, putting in place action plans to mitigate any risks
- Make sure we have the necessary frameworks and controls in place to capture and evaluate risks in our homes in line with the Housing Health and Safety Rating System (HHSRS) and take appropriate action
- Analyse data and develop and maintain health and safety key performance indicators, preparing reports as required for Board, the Health and Safety Committee and Executive Management Team
- Keep managers supported to maintain safe systems of work and implement best practice, including provision of specialist advice and coaching



- Work with managers and staff to see that risk assessments are prepared and reviewed
- Take part in a rota system (usually one week in every nine) to provide ad-hoc evening and weekend phone support for contractors and customers when emergency situations arise – you might also need to attend emergencies eg major fires, floods etc, acting as our representative onsite
- Personally commit to our vision, mission and values and see that we are at the forefront of good practice in the sector by carrying out research and promoting this to colleagues, partners and customers

What you will be responsible for:

- Providing specific technical advice relating to best practice, industry guidance and relevant legislation in relation to corporate health and safety
- Managing any non-compliance and making sure that risks are effectively recorded reported, eradicated or managed down to the lowest possible level
- Maintaining robust records to provide a clear and transparent account of performance and take immediate action in areas of poor performance to remedy and improve
- Developing effective management systems, control methods and performance information to report progress and confirm compliance to relevant standards and key performance targets
- Producing reports and information to managers, staff and other stakeholders in a clear and concise and timely manner
- Managing specific projects and reporting on progress as required
- Commissioning and managing building professionals, including consultants and contractors in accordance with corporate policy and best practice guidance
- Acting as support to other on-call staff where higher level management input is needed or where escalation is required in emergencies
- Supporting and assisting in the procurement of works, following official procurement processes
- Keeping records and investigating all accidents, incidents and near misses, coordinating investigations where required, which may involve members of the public and residents – you'll need to report details under RIDDOR as appropriate
- Working with external enforcement bodies, and following up any enforcement action
- Consulting colleagues on health and safety issues, providing support to the Staff Partnership Forum
- Setting and monitoring the health and safety budget
- Overseeing the management of health, safety and facilities-related contracts and contractors, looking for best value for money wherever possible
- Managing projects so that they are compliant with all relevant documentation, standards and good practice guidance

Where you have come from

- A customer-focussed organisation where you were key in developing best value services and pursuing continuous improvement

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- Somewhere your experience and working knowledge of facilities management gave you a good understanding of best practice within social housing and your negotiating and dispute resolution skills made you stand out
- A place where your budget management skills and ability to manage compliance related works was valued
- A place where you could demonstrate your ability to lead by example and personally demonstrate organisational values and expected behaviours
- Somewhere that saw you developed into a skilled and experienced individual with at least 3 years Occupational Health & Safety experience and a proven track record in the delivery of health and safety systems
- A qualification of either NEBOSH or IOSH, and maybe even qualified to HNC, with a good understanding of construction related health and safety

What our teams will see in you:

- Someone who is skilled at building effective and productive working relationships with staff, managers, partners and customers
- Someone who can help us instil a culture of health and safety, developing and maintaining a robust framework for Occupational Health and Safety Management across the business, ensuring compliance with all relevant legislation and guidance
- A great team player with good self-awareness

As a person, you will:

- Be confident, independent and have problem solving qualities
- Be self-motivated and deliver on what you say you will do
- Be committed to the aims and ambitions of Red Kite and the broader issues of social housing
- Be IT literate, proficient in Microsoft Word, Outlook, Excel and PowerPoint with strong verbal and written communication skills
- Enjoy being flexible and have an ability to adapt and change
- Have good time management skills and the ability to prioritise workload to meet deadlines
- Have an obvious service improvement attitude, translating ideas and examples of good practice into improved service delivery