



Compliance Specialist Health and Safety

Reports to: Compliance Manager

To provide specialist advice to the executive, senior management and employees on Health and Safety legislation, regulation and best practice including the housing health and safety rating system (HHSRS)

What we need you to do:

- To develop and maintain a robust framework for Occupational Health and Safety Management across the Organisation and ensure compliance with all relevant legislation and guidance.
- Develop, evaluate, monitor and review Health and Safety Policy, procedures and practice to ensure we comply with current Health and Safety legislation, regulation and best practice.
- Oversee the facilities management service for our Head office

What you will be responsible for:

- Liaising with the Compliance Manager - advise the Board, executive, senior management and employees 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.
- Developing, evaluating, monitoring and reviewing Health and Safety Policy, procedures and practice to ensure the Organisation complies with current Health and Safety legislation, regulation and best practice.
- Taking an overview of general health and safety related issues within the organization and assist with the development of strategy, policy and procedures in areas of compliance and the wider business, as required.
- Overseeing a regular cycle of audits which evaluate the effectiveness of Health and Safety policies, systems and procedures, and identifying and implementing improvements in conjunction with managers.
- Identifying and manage plans to meet the training needs of employees and Board members in relation to Health and Safety, 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 ensure that risks are appropriately identified and recorded and action plans in place to mitigate risks where necessary.
- Ensure that Red Kite has the necessary frameworks and controls in place to capture and evaluate risks in Dwellings or Estates in line with the Housing Health and Safety Rating System (HHSRS) and takes appropriate action.
- Analyse Health and Safety data and develop and maintain Health and Safety Key Performance Indicators.
- Prepare reports as required for Board, the Health and Safety Committee and Executive Management Team.
- Ensure managers are supported to maintain safe systems of work and implement best practice, including provision of specialist advice and coaching.
- To work with managers and staff to ensure that risk assessments are prepared and reviewed as required.
- Work closely with the Compliance Manager, other staff and stakeholders to develop and deliver excellent services.
- Participating in a rota system (usually one week in every nine) to provide ad hoc evening and weekend telephone support for contractors and tenants when emergency situations arise.
- This may also require occasional on-site attendance of emergency works e.g. major fires, floods etc. acting as our representative onsite.
- You may also be required to act as support to other on-call staff where higher level management input is needed or where escalation is required.
- To ensure personal commitment to the organisation's vision, mission and values.
- To ensure we are at the forefront of good practice in the sector by undertaking research and promoting this to colleagues, partners, tenants and leaseholders

Where you have come from:

- At least 3 years Occupational Health & Safety experience and proven track record in the delivery of Health and Safety systems and the provision of advice in a similar organisation.
- Experience and working knowledge of facilities management with a good understanding of best practice in social housing
- Skilled at managing budgets, negotiating and dispute resolution skills
- Ability to lead by example and personally demonstrate organisational values and expected behaviours



What our teams see in you:

- Someone who is Qualified to HNC preferably
- Someone who has specific compliance related qualifications
- A NEBOSH or IOSH qualified professional
- IT literate, proficient in Microsoft Word, Outlook, Excel and PowerPoint
- Good understanding of construction related health and safety
- Confident, independent, problem solving qualities and is self-motivated – does what they say
- Committed to the aims and ambitions of Red Kite and the broader issues of social housing with a service improvement attitude
- Flexible and an ability to adapt to change Able to translate ideas and examples of good practice into improved service delivery
- A team player with good self-awareness with good time management skills and ability to prioritise workload to meet deadlines



As a person you will be:

- Passionate about delivering excellent value for money services
- Committed to the principle of 'tenant led' and to working to our values
- Confident, independent and have strong problem-solving abilities
- A strong communicator both verbally and in writing
- Strongly analytical, able to connect information from different sources to formulate strategies and plans
- Be up for a challenge, flexible and able to embrace change
- Be highly organised and have a good way of prioritising in a busy environment
- Be accurate, diligent and conscientious – a safe pair of hands
- Be collaborative and able to work in partnership
- Know about current employment legislation and HR best practice with a hunger to keep up to date and share that knowledge the team and managers to ensure continuous improvement
- Be confident, independent and a problem solver