



Job Title: Health and Safety & Assurance Manager
Responsible to: Chief Executive
Responsible for: Health and Safety, Risk & Assurance
Location: Greenmeadow Springs, Coryton, Cardiff but travel throughout Wales required

1.0 JOB PURPOSE:

Provide strategic leadership on all matters relating to Health& Safety, Compliance, Risk, Assurance and business continuity for the Association, promoting and enabling a safe working & living environment within First Choice Housing Association.

Develop, review and monitor all H&S related policies and procedures, partnering with relevant Directors and Senior Managers, ensuring the Association remains compliant with all statutory Health and Safety regulations.

To oversee the management and delivery of efficient facilities service and the management of organisational Business Continuity and crisis management plans, ensuring they are fit for purpose and deliver effective management.

2.0 HEALTH & SAFETY

2.1 Develop, review and communicate effectively all H&S policies and procedures enabling managers to ensure they are implemented and adhered to consistently.

2.2 Develop a framework for risk assessments and enable managers to carry them out appropriately. Advise and monitor use of the framework, ensuring that the system is maintained and preventative actions carried out appropriately.

2.3 Lead and undertake regular audits of H&S practices and procedures across the Association as appropriate.

2.4 Accountable for ensuring effective conduct of RIDDOR accidents investigations, produce reports, recommendations and preventative measures as appropriate.

2.5 Lead on investigations with the HSE, appropriately reporting accidents and incidents.

2.6 Provide appropriate reports to the Board , Executive team and external stakeholders as required.

2.7 Liaise and represent FCHA with external partnerships including HSE, SWFRS and CHC.

2.8 Assist with the management of contractors and their monitoring to ensure any risk to FCHA is minimised.

2.9 Develop and deliver H&S training to FCHA staff as required to meet legislative and management requirements.

2.10 To manage fire risk assessments across FCHA assets and offices and ensure appropriate

actions are taken to maintain compliance.

2.11 Budget management for facilities and health and safety budgets and contracts.

2.12 Support the Technical Services Manager to ensure that CDM is managed where appropriate for development and maintenance works.

2.13 Lead the Health, Safety & Wellbeing group within the Association.

3.0 AUDIT, PERFORMANCE AND RISK

3.1 To ensure the Association has robust performance monitoring systems in place, taking forward strategic Performance management initiatives and ensuring best practice.

3.2 To develop and monitor performance information, analysing trends and identifying areas for improvement.

3.3 Provide management reports, monitoring performance for all FCHA key performance indicators and Balanced Scorecard reporting to the Executive, Board & Scrutiny Committee.

3.4 Liaise with the internal auditors on all reports and recommendations reporting back to Executive and Scrutiny committee.

3.5 Undertake audits on specific business areas as specified by the Executive team.

3.6 Support the further development of associations risk management strategy, risk map and Board Assurance Framework.

3.7 Review our operating environment for areas of responsibility: Risk, Assurance, Business Continuity, Health and Safety and prepare reports for Board, Audit Committee and Executive Team to ensure we keep on top of legislation, regulation and best practice

3.8 Lead organisational Business Continuity and Crisis Management plans, reviewing plans on a regular basis and reporting to Audit and Risk Committee.

3.9 To undertake other duties as may be reasonably expected commensurate with the post and remuneration.

Signed by Post holder

Signed on behalf of the Association

Date