

Health, Safety & Environmental Business Partner

Job Title:	Health, Safety & Environmental Business Partner
Reports to:	Head of Facilities and Health & Safety
Salary:	£35,000.00 - £40,000.00 per annum
Location:	Homebased

Purpose

The Health and Safety and Environmental Business Partner will assist in the development, implementation and maintenance of a comprehensive Health and Safety Management System to ensure that Shaw Trust operates within the law and demonstrates good practice. This role will also be key in Shaw Trust realising our strategic aim to become carbon neutral by 2030 by implementing and monitoring environmental strategies that promote sustainable development. The post-holder will proactively move Health, Safety and Environment forward within the Trust, adopting a proactive and consultative approach.

Main Duties and Responsibilities

Policy and Organisational Performance

1. To promote a positive Health and Safety culture across the Trust.
2. To support with both national and local communication as deemed necessary by senior leadership.
3. To instigate and review internal systems, revisions to policies and procedures to meet legal requirements and ensure policies meet operational requirements.
4. To evaluate and establish how well the commitments given in the health & safety policy and other health and safety policies and documents are being transferred into the workplace and meet the needs of both staff and clients.

Monitoring and Measuring Directorate Performance

5. To be engaged and work within the Trust wide framework to ensure consistency around audit approach and documentation, providing feedback to health and safety.
6. To plan and undertake health and safety audits to cover risk assessments (activities, clients, staff, premises etc.) and the implementation of agreed policies and procedures and issue improvement notices or prohibition notices where necessary.
7. To plan and undertake regular site inspections (annually or as circumstances change) and to report accordingly, following up any action indicated to ensure completed within agreed time frames.

8. To deliver Directorate targets in respect of audits.
9. To work with Head of Facilities and Health and Safety to act as a sounding board for the development and implementation of new health and safety policies and procedures to ensure that they are suitable and relevant to the Directorate and cover all aspects of operational safety.
10. To support Directorate specific senior leadership with annual review and audit of safety management system.
11. To prepare and present quarterly performance reports to management.

Advice and Guidance

12. To performance coach all 'placing staff' on a regular and planned basis to ensure appropriate competency and consistency across the Directorate.
13. To provide comprehensive advice on Health and Safety to staff, volunteers and service users, as requested and share this information to achieve best practice.
14. To empower local staff and managers through effective support and guidance, thus enabling them to retain ownership and improve their own Health and Safety awareness.
15. To proactively work with the health and Safety Team to deliver bespoke options and technical reference material relevant to new and emerging aspects of health and safety or client needs.

Compliance

16. To investigate accidents, incidents and dangerous occurrences within the Directorate, and to ensure reporting and communication is in line with agreed procedures.
17. To report any serious concerns or findings relating to Health and Safety in detail to ensure that liability and risk to business, staff or clients are removed as effectively as practicable.
18. To liaise with insurers in relation to any insurance matters including any insurance claims
19. To proactively provide and review information contained on the Trust wide legislation register to ensure that all operational areas and new business stream activities are assessed, recorded and shared.

Enabling Competent Resources

20. To actively support health and safety training including staff, volunteers and clients receive appropriate and timely training; making sure that health and safety training is updated on a regular basis.
21. To attend training as requested to develop professional competency.
22. To identify, through peer group working, generic issues and training needs for managers, staff and volunteers.

23. To keep up to date with changes in Health and Safety legislation and best practice.

Record Keeping

24. To produce and keep records of all communication relating to the effective and ongoing management of Health and Safety.
25. To record and document all areas of concern including training needs, performance issues, safety concerns and accident/incident information.
26. To ensure that all communication is professional and shared in a manner that supports our commitment to the Data Protection Act.

Environmental & Sustainability

27. To update the Trust 's Sustainability Policy as appropriate.
28. Devising the best tools and systems to monitor performance and to implement strategies.
29. Ensuring compliance with environmental legislation.
30. Keeping up to date with relevant changes in environmental legislation and initiatives including international legislation where applicable.
31. Producing educational or information resources for internal staff, participants or the general public.
32. Assessing, analysing and collating environmental performance data and reporting information to internal staff, clients and regulatory bodies.
33. Support the development of local sustainability action plans for compliance with contracts.
34. Promote and raise awareness through identification of environmental champions within the organisation.
35. Share best practice across the Trust on environmental sustainability initiatives.
36. Provide regular reports on carbon footprint.
37. Manage the Car and Project Vehicle Fleet, ensuring appropriate checks have been taken on all drivers.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory

provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p align="center">Person Specification</p> <p align="center">Job Title: Health, Safety & Environmental Business Partner</p> <p align="center">(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • NEBOSH General Certificate or equivalent (E) • Committed to continued professional development and/or working towards higher Health and Safety qualification. (D) • Professional qualification or working towards with IEMA or a similar professional body. (D) • Membership of IEMA. (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience in advising on health and safety issues in a multi-site environment and interpreting health and safety legislation to managers, staff and volunteers. (E) • Ability/experience of undertaking health and safety audits, inspections, risk assessments, investigating accidents/incidents and providing reports and recommendations. (E) • Experience of planning, reporting and presenting at senior management level. (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • A genuine interest in and understanding of environmental issues, relevant legislation and renewable energy sources (E) • Good working knowledge of computer software packages particularly those in the Microsoft Suite i.e. Word, Excel, PowerPoint and Outlook as well as MS Teams. (E) • Ability to coach and advise. (E) • Ability to work without supervision and to deadlines. (E) • Ability to prioritise workload to meet business objectives. (E) • Ability to identify issues, collate and analyse information and reach appropriate solutions. (E) • Ability to contribute to the organisational requirements (E)
<p>Personal qualities, communicating and relating to others</p> <ul style="list-style-type: none"> • Excellent oral and written communication (E) • Diligent with attention to detail. (E) • Demonstrated capability for problem solving, decision making, sound judgement, assertiveness (D)
<p>Safeguarding</p> <ul style="list-style-type: none"> • Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. (E) • This post requires a Disclosure and Barring Service Check at a XXXXXX level (E)

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. (E)