

Health and Safety Partner

Applicant Information Pack



Alternative formats

If you require this document in an alternative format, such as large print or a white or coloured background, please contact our Communications team.



unitedwelsh.com/contact



tellmemore@unitedwelsh.com



0330 159 6080

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About Us

United Welsh is an award-winning not-for-profit organisation providing homes and related services in South Wales. We are passionate about building homes, creating communities and transforming lives.

We look after over **6,300 homes** for people across **11 local authority areas**, and our services help thousands more in our communities.

Helping people to live happily and in good health is important to us, and we are proud to have been named fifth best landlord in the UK.

We have a new building programme that is worth around **£35m** each year and in the next five years, we intend to build **1,300 more homes**. We are ambitious about how we can help people to live their best lives, working

with a range of partners including local and national government and the NHS to give people choice; tackling poverty, improving wellbeing and playing our part in ending homelessness.

The United Welsh Group also incorporates our subsidiary Celtic Horizons Ltd which, in partnership, looks after all our property services, and Harmoni Homes Ltd, which builds affordable homes and homes for sale.

We are also developing a new social enterprise, Celtic Offsite, that will manufacture low carbon homes and support the local economy to thrive.

With almost **400 employees** and a turnover of over **£40m**, we are an ambitious organisation with a strong sense of social purpose.

Life at United Welsh centres around our culture. We live by our values which connect us and inspire us, guiding our strategies as well as the decisions we make day to day.



About Us

United Welsh

**Celtic Horizons
Ltd**

**Harmoni
Homes Ltd**

Developing Homes for
United Welsh

**Celtic
Horizons**

Asset
Management

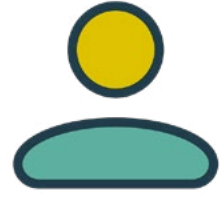
**Celtic
Offsite**

Timber Frame
Factory

The Celtic
Horizons Asset
Management
service for
United Welsh
is delivered in
partnership with
Mears Ltd



Job Profile



Health and Safety Partner

Reporting to:
Head of HR

Broad purpose of the post

As Health and Safety Partner you will be responsible for working to ensure the health and safety of our employees and the smooth, safe, and compliant running of all our places of work. You'll help develop a positive health and safety culture, working with individuals and teams to create a culture of pride and respect for our working environment.

Your focus will be on ensuring compliance with legal requirements, assessing and mitigating risk, and putting procedures and policies in place for safe systems in work. We're looking for someone to provide guidance and advice as to how we can work safely and securely as a business, ensuring we have adequate control measures in place so that we can look after our staff.

Key Accountabilities



- Prepare a health and safety strategy and devise an operational plan, linking to United Welsh's overarching strategy
- Provide risk-focused health and safety advice, including legislative requirements and/or responsibilities of the organisation or staff and risk to third parties
- Ensure that all health and safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated
- Work closely with other teams to implement safe working practice and change working practices where necessary
- Work closely with other team members to support the health, safety and wellbeing of our staff
- Put in place a framework of task and role-based risk assessments and continuously monitor the effectiveness of the risk assessments and associated control measures
- Carry out site inspections to ensure and implement safe and legally compliant working practices and a safe workplace environment without risk to health
- Identify potential hazards and determine ways of reducing risk
- Ensure clarity surrounding roles and responsibilities, reporting, investigating and maintaining records of accidents, incidents and near misses. Assist in the investigation of any accidents or incidents and the statutory reporting of accidents and incidents in accordance with legislation
- Ensure that United Welsh meets its statutory obligations in all areas relating to health, safety and welfare at work, including statutory training and reporting and the effective management of all statutory requirements including Legionella Risk Assessments and COSHH records. You will also assist in delivering health and safety training
- Record data and produce reports to the Head of HR, other Directors, and the Executive Team on all employee-related health and safety matters
- Keep up to date and maintain a working knowledge of all health and safety legislation and communicate any changes to the organisation. Review own training and development needs and ensure that the specialist knowledge and skills are kept up to date and relevant to the requirements of the role
- Ensure that safety inspections are carried out at all of our places of work, that fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities
- Arrange for inspections of tools and equipment used by employees, including regular PAT testing
- Promote best practice in accordance with sector and professional standards and statutory requirements
- Liaise with external bodies such as the HSE and insurance companies, where necessary

Personal Requirements

You will have:

- A forward-thinking, risk-aware mentality
- Demonstrable experience in employee health and safety
- A desire to play a key role in coordinating the green agenda for our offices and people
- Ability to negotiate and influence
- Strong consultative and observation skills
- Knowledge of key legal areas of health and safety
- Strong communication and interpersonal skills with a desire to embrace change and be imaginative about new opportunities
- Excellent record keeping skills
- Excellent teamwork and collaboration skills

Essential

- NEBOSH National General Certificate in Occupational Health and Safety (or equivalent)
- Demonstrable experience in a role with employee health and safety responsibilities
- Excellent knowledge of health and safety regulations and requirements
- Must have the ability to develop and maintain a culture of employee engagement / involvement surrounding health and safety and to promote safe working practices
- Open minded, able to embrace and influence change

Desirable

- Knowledge and experience of Construction (Design and Management) Regulations 2015

Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all of the criteria will be considered in the process of making an appointment.

Please note this role requires a DBS check. This will be conducted as part of the recruitment process for the successful applicant.

Terms and Conditions

Current Salary

Total salary is **£42,000**.

Pension Plus

While working at United Welsh you are eligible to join our pension scheme. United Welsh partner with the **Social Housing Pension Scheme (SHPS)** to deliver our pension provision for employees.

The **Defined Contribution Scheme (DC)** matches employee contributions up to 10%. It is a salary sacrifice scheme, so deductions are taken before tax.

Leave

- **30** days plus Bank Holidays
- **Two** United Welsh Gifted Days - an additional two gifted days, usually to be taken during the office closure over the festive period.

Additional Benefits

- **30 days** annual leave and bank holidays
- An additional **two gifted days** to be taken over the seasonal period.
- A company culture that promotes **work life balance**
- **Flexible** working
- Opportunities to be involved in 'Can Do' days, giving back to the communities where we work
- A half a day's leave under the '**School Starter Scheme**'
- Free **fruit, fresh filtered water, tea and coffee** within our offices
- **Cycle to Work** Scheme
- One year's **paid subscription to professional body** (one membership per year)
- **Free eye tests** at Specsavers and a contribution towards the cost of prescription glasses
- Access to our **internal coaching and wellbeing services** that are devoted to supporting professional and personal development
- Free and confidential access to a **24/7 Employee Assistance Wellbeing Hub**
- We are a member of the **Social Housing Pension Scheme**. There is an opportunity for employees to join The Defined Contribution Scheme and we match contributions up to 10%
- **Learning and Development opportunities**, with learning available in a range of formats to suit your needs
- As a testament to our approach and genuine commitment to learning, United Welsh holds the **Investors in People - Gold Award**
- We are committed to supporting applicants and staff with disabilities and hold the **Disability Confident Level 1 Award**
- We are an Armed Forces friendly organisation and hold the **Armed Forces Covenant – Bronze Award**



How to apply

To apply, please send a copy of your **CV, a cover letter and the Equality, Diversity and Declaration of Interest form** to jobs@unitedwelsh.com. In the cover letter, please outline why you believe you would be successful in this role based on your experience and on the essential/desirable criteria in the Job Description, in no more than 800 words. **If you do not send a cover letter and the EDI form along with your CV, you will be at risk of your application not being progressed further.**

Closing date: Wednesday 11th October, 5pm

Within your CV, please provide the names, positions, organisations and contact details for two referees, one of whom should be your current or most recent employer. We will not approach these referees prior to the shortlist stage, and we will seek your permission first. However, references will be sought as part of our pre-employment checks for the successful candidate.

- We would be grateful if you could submit the Equality Diversity and Declaration of Interest form with your application. The information you provide will be used for monitoring purposes only and will be kept separate from your application
- Please ensure your CV and other documents are emailed as a Word or PDF file, as unfortunately, we are currently unable to accept applications in any other formats at the moment
- Requirements within the essential criteria of the Personal Requirements will be used for shortlisting purposes. However, all the criteria will be considered in the process of making an appointment.

Please send any applications to jobs@unitedwelsh.com or deliver them to: FAO The People Team, United Welsh, Y Borth, 13 Beddau Way, Caerphilly, CF83 3AU. Our main office is open between 9am and 5pm, Monday to Friday.



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