

Job Description

Job Title:	Health and Safety Business Partner
Responsible to:	Head of Quality & Assurance
Responsible for:	Line Management of Health and Safety Coordinator and Administrator.

The Trusts values and behaviours, the Wilf Ward Family Trust Way, play an important part to the expectations around how you perform in the role.

Purpose of the Role

Working with internal and external stakeholders you will develop and deliver organisational compliance with Health and Safety regulation and work with operational and central support stakeholders to deliver responsibilities within a social care environment.

This is an opportunity to work with us as we embrace our health and safety culture as we work through a period of transformation with the individuals we support. The role of the Health and Safety Business Partner will help us move beyond compliance as we deliver our strategic aims and objectives to achieve our vision of enabling extraordinary lives through outstanding support.

Role Responsibilities and accountabilities:

As the Health and Safety Business Partner you will be responsible for undertaking the following responsibilities:

Accountability

1. Work with internal stakeholders and suppliers to maintain the highest standards of Health and Safety and property compliance across our services and offices.
2. Review the and drive the safety strategy.
3. Actively work in partnership with our Registered Managers to ensure outcomes of external audits are actions and risk is mitigated.
4. Evolve the of the Health and Safety Committee and work with Business Partners and Registered Managers to ensure a safety culture is fully embedded in operational practice. Work with the Quality of Care Business Partner to ensure regular review of serious incidents and safeguarding concerns that drives assurance and learning.
5. Monitoring and translating incoming legislation and regulation regarding Health and Safety and work as part of the Quality and Assurance team to develop and implement processes to manage risk and provide assurance.
6. Assess and analyse risk across all our properties, particularly those where we are a landlord and have managing agent responsibilities.

7. Review and evolve our health and safety policy and procedure to sector best practice as part of our Policy Review Group.
8. Develop emergency response plans to emerging risks across Trust and ensuring that emergencies, near-misses, and critical situations are appropriately reviewed; and lessons learnt from these reviews are shared across the Trust.
9. Periodic reporting and analysis to enable the Trust to demonstrate consistent compliance across its properties and activities. This will include contribution to operational, committee and Board reports and papers.
10. Work with the Property and Estates lead and operational colleagues on the mobilisation and decommissioning of services.
11. Work with the Property and Estates lead on the development of preferred supplier solutions for major works, planned preventative maintenance, and day to day repairs.
12. Work with the Quality of Care Business Partner to delivery regulatory and contractual compliance and safety.
13. Work with the Quality of Life Business partner to develop the presence and voice of individuals we support in our safety culture.
14. Support the development and delivery of the Quality and Assurance team strategic pillar and work in a matrix management environment to deliver key strategic projects and tasks.

Commitment

15. As the Trust's subject matter expert for Health and Safety, keep up to date with best practice and legislation relevant to the role.

Communication

16. Excellent communication skills with the ability to influence, negotiate and establish credibility to represent the Trust and form positive relationships with internal stakeholders, suppliers, external partners and potential partners.
17. Provide expert advice to all leadership layers of the Trust including the Board of Trustees, Executive, Senior Leadership and Joint Leadership teams.
18. Develop and deliver reports and presentations and support learning and development of knowledge and confidence with Health and Safety and compliance issues across the operational layers of the organisation.
19. Communicate in a way that recognises difference and ensures that people's individual communication needs are met, including those of the individuals we support.

Decision Making

20. Work with a range of stakeholders and consider differing perspectives to support decision making.

Leadership

21. Work with Registered Managers, Business Partners and our full Leadership Team to provide guidance and support to others as needed.

Respect

22. Respecting all colleagues by demonstrating The Wilf Ward Values in Practice.

Working Together

23. Work with people from across the Trust and provide support to managers & other colleagues as appropriate.
24. This job description outlines the main duties of the post but does not exclude other duties as requested by the Head of Quality & Assurance.

Outcomes

To be successful in this role, the post holder will achieve the following outcomes:

1. Successful management/mitigation of Health and Safety risk across our premises in partnership with internal stakeholders. This will relate to workplace health and safety, our colleagues, offices, properties, and co-managing risk with Registered Managers in respect of health and safety risks concerning the individuals we support.
2. Successful implementation of our existing operational Health & Safety Plan and continually evolve our health and safety culture.
3. Ensuring that health and safety is accessible and integrated into our continuous improvement cycles, operational plans and considered as part strategic project management.
4. Contribute to the successful delivery of the Trust's strategic plan.

Qualifications and Experience

Essential

- Comprehensive knowledge of UK Health and Safety Legislation, regulation and industry good practice and the ability to manage workloads to ensure performance targets are achieved.
- Proven experience of managing a Health & Safety function in a social care environment.
- A relevant professional qualification such as NEBOSH and demonstratable professional experience.
- Understanding of the responsibilities associated with the management of Health and Safety across an organisation, either through direct experience or relevant qualifications.
- Experience of carrying out relevant Health and Safety compliance audits across a housing portfolio.
- Working with a range of stakeholders, including contractors, to agree solutions.
- Experience of having worked at a senior level in a multi-stakeholder environment.

- Experience of working with a range of internal and external stakeholders, including suppliers.
- Proven ability to prioritise, delegate and meet challenging deadlines.
- There is an expectation of travel around the Trust sites making a current full driving licence essential.
- Strong Microsoft Office knowledge to enable you to work with Word, Excel, Outlook, Teams confidently. Confidence to work with other systems after training.

Desirable

- Knowledge of relevant social care legislation, best practice and how to apply to a social care setting.

Personal Qualities Include:

- A genuine passion for Health and Safety, improving safety cultures to ensure accessibility for all stakeholders.
- A great communicator with an ability to use non-technical language.
- A can-do mentality with an innovative approach and a willingness to take acceptable risks.
- Demonstrating the values and behaviours of The Wilf Ward Family Trust's Values In Practice.

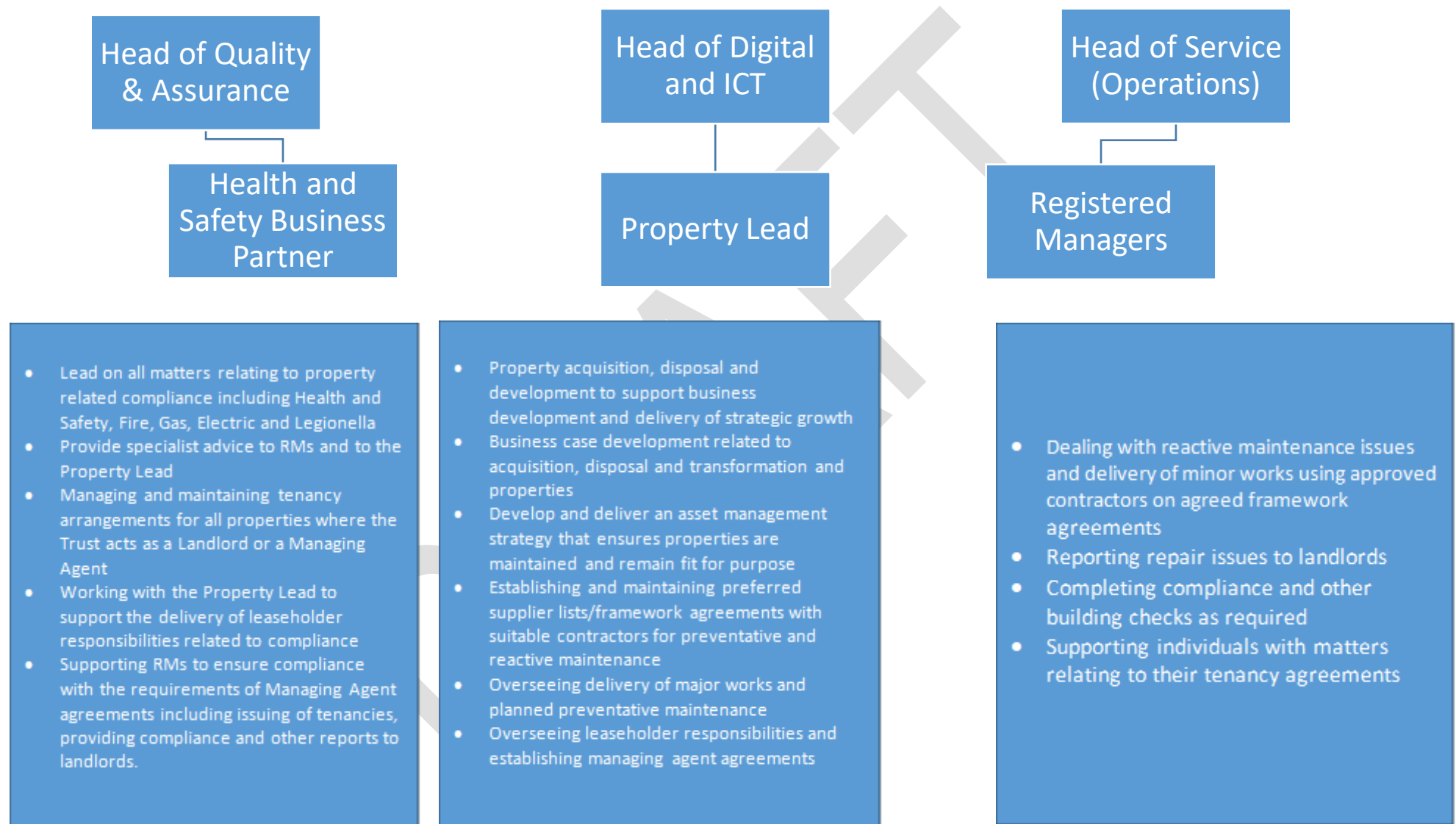
We are committed to promoting health and wellbeing within the Trust and this means we're looking for an emotionally intelligent individual with people-centred leadership skills and a commitment to equality of opportunity for all.

The values promoted by the Trust are applicable in how we engage with and assist all the Individuals we support, and in how we interact with our colleagues. We strive to develop a culture based on well-intentioned feedback, challenge, and continuous improvement.

We expect our colleagues to demonstrate our values through practice and this means:

- Keep the person at the centre of everything we do
- Value, respect and develop people
- Maintain inclusive and respectful relationships
- Listen, learn, reflect, and grow
- Act with honesty, fairness and integrity

HOW THE ROLE WILL WORK WITH THE WIDER ORGANISATION



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