

# JOB PACK

HEALTH & SAFETY ADVISOR



Creating homes.  
Building lives.





# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the North West and East Midlands. Jigsaw Homes Group creates new and exciting opportunities for tenants and customers.

We provide quality, low-cost housing and play a wider role in making sure our residents thrive in their homes and benefit from living in healthy, sustainable communities.

We are well placed to respond to challenges including welfare reform, poverty and social exclusion and are committed to tackling the housing crisis and homelessness by building more affordable homes for people to rent and buy.

As a sector leader, we will also innovate and inspire, driving technology and efficiency through new products and services. We strive to be a top housing provider and an employer of choice. We look forward to working with you.

# JOB DETAILS

<b>Holidays:</b>	24 days leave per annum plus 3 days for Christmas closure (based on a 5-day working week) plus bank holidays, plus additional days after 2 years continuous service (to a maximum of 5 days)
<b>Pension:</b>	The Group belongs to the Social Housing Pension Scheme to which the successful candidate would be entitled to join. This is an Employer and Employee contribution scheme.
<b>Jigsaw Benefits:</b>	In return Jigsaw Homes Group offer occupational sick pay, on-site gyms, access to the Social Housing Pension Scheme, BHSF membership, enhanced maternity/paternity leave and training/development opportunities.
<b>Probation period and references:</b>	Please note that any offer made by the Group and subsequent employment is subject to a six-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
<b>Mandatory Training:</b>	You will be required to complete mandatory training for your role. This training may take place at any one of our main offices in Ashton-Under-Lyne, Leigh, Miles Platting or Nottingham.
<b>Eligibility to work in the UK:</b>	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
<b>Disclosure barring checks &amp; Medical Clearance:</b>	<p>In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability &amp; medical clearance from our Occupational Health Provider before appointment. Visit <a href="http://www.jigsawhomes.org.uk/dbs">www.jigsawhomes.org.uk/dbs</a> to view the Group's DBS policy statement.</p> <p>Further information about the disclosure can also be found at <a href="http://www.homeoffice.gov.uk/dbs">www.homeoffice.gov.uk/dbs</a></p>
<b>Diversity:</b>	Jigsaw believes diversity means acceptance and respect for everyone because we appreciate the significant value that individuality can bring. All employment decisions are therefore based on business needs, job requirements and individual qualifications to help create a safe and positive environment for all.

# JOB DESCRIPTION

## OVERVIEW

The Health & Safety team work across the Group supporting and advising managers and employees on Health & Safety matters.

Having achieved ISO 45001 we are committed to ensuring the high standards of health, safety and welfare for our employees, customers and others are maintained and continually reviewed and improved.

### Role Summary:

As a Health & Safety Advisor, you will provide professional and responsive Health & Safety advice and support for managers and employees across Jigsaw Homes Group.

You will be joining an established team who are based across two main offices in Ashton -Under- Lyne and Leigh.

The role includes carrying out audits, inspections and employee training at any of the properties or workplaces owned and managed by Jigsaw.

**Responsible To:** Health & Safety Manager

## MAIN TASKS OR ACTIVITIES

1. To provide competent advice and support in response to Health and Safety queries from colleagues via email, phone or face to face.
2. To develop and deliver bespoke training to employees and managers.
3. To attend meeting and employee consultation groups to promote good practice and communicate H&S updates.
4. To undertake inspections and audits of employees, contractors and internal teams, recording these on the H&S management systems.
5. To undertake DSE assessments and advise on additional equipment or changes to workstation layout.
6. To develop and review Group H&S policies and procedures.
7. To be a pro-active member of the team; continually seeking to improve and develop your own skills, business process and the overall performance of the team.
8. To carry out your role, demonstrating the Jigsaw Homes values to increase levels of internal and external customer satisfaction.
9. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested.
10. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
11. Carry out any duty which may be, from time to time, requested by the Chief Executive, Executive Management Team or Director or H&S, commensurate with the position.

# CANDIDATE REQUIREMENTS

## Candidate Requirements:

- Qualifications demonstrating sound literature & numerical skills (e.g. GCSE English & Maths or equivalent)
- NEBOSH Certificate in Health & Safety or equivalent level 3 qualification.
- Full, valid UK driving licence.
- Excellent organisational skills including ability to prioritise and work to deadlines and assess competing demands.
- Ability to present information both verbally and in writing in a clear and logical manner
- Ability to work cooperatively & flexibly as a team member.
- Ability to build relationships and liaise with stakeholders (both internal and external)

# JIGSAW VALUES

As a sector leader, Jigsaw will innovate and inspire, driving technology and efficiency through new products and services.

It strives to be a top housing provider and an employer of choice and this is where we need innovative, forward thinking, diverse and vibrant individuals to join us and help us succeed even further.

Our company values reflect the individuals we want to lead us into the brightest future possible for Jigsaw Homes Group.



# Jigsaw Homes Group Limited

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