

JOB PACK

GROUP HEALTH AND SAFETY MANAGER

Creating homes.
Building lives.



Jigsaw



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

Location:	Cavendish 249, Cavendish Street, Ashton-under-Lyne, OL6 7AT and Turner House, 56 King Street, Leigh, WN7 4LJ. You will be required to visit our Midlands sites and other locations around the North West on a regular basis.
Holidays:	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.
Pension:	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.
Jigsaw Benefits:	In return Jigsaw Homes Group offer flexible working arrangements, occupational sick pay, on-site gyms, BHSF membership, enhanced maternity/paternity leave and training/development opportunities plus much more. See the benefits page on our website for more details.

Probation period and references:	Please note that any offer made by the Group and subsequent employment is subject to a four-month probationary period and to the Group receiving two satisfactory references, one of whom should be your current or most recent employer.
Mandatory Training:	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.
Eligibility to work in the UK:	Successful applicants for posts within the Group are responsible for producing proof of entitlement to work in the UK before employment can commence.
Disclosure barring checks & Medical Clearance:	In addition, any offer is also subject to receipt of a Basic Disclosure from the Disclosure Barring Service confirming suitability & medical clearance from our Occupational Health Provider before appointment. Visit www.jigsawhomes.org.uk/dba to view the Group's DBS policy statement. Further information about the disclosure can also be found at www.homeoffice.gov.uk/dba
Diversity:	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

Ensuring the health, safety and wellbeing of our employees and residents is integral to the work of the Group.

Our Health & Safety Team provide advice and support to managers, employees and other stakeholders on Health & Safety matters across all of our wide-ranging services and departments.

Having achieved ISO 45001, we are committed to ensuring and maintaining high standards of health, safety and welfare for all of our employees and customers.

Role Summary

We are seeking an experienced and dynamic Manager to lead our Health and Safety team. The Group Health and Safety Manager supports the Assistant Director as an additional 'Competent Persons' in respect of all health and safety matters.

As someone with management experience and a passion for health and safety, you will be responsible for the team's day-to-day management.

You will lead and support Health and Safety colleagues in carrying out accident investigations, completing inspections and audits, developing and delivering training. Ensuring existing health and safety arrangements are adhered to by stakeholders across the group.

With experience in social housing or similar organisations and excellent customer service and communication skills you will be able to continue to support and build on the existing positive Health & Safety culture.

Solution focused, you will be able to demonstrate current knowledge of all relevant Health & Safety regulations and be able to communicate how to achieve compliance in a proportionate and pragmatic way to operational managers and their teams.

Responsible To - Assistant Director - Health and Safety

Responsible For -Health & Safety Business Partners & Health & Safety Co-ordinators.

MAIN TASKS OR ACTIVITIES

Key duties of the Group Health and Safety Manager include:

1. Advising and supporting Managers and Directors in the implementation of the Group health and safety strategy, policy, procedures and arrangements.
2. Co-ordinate the program of proactive and reactive audits and inspections to monitor and review the health and safety management arrangements throughout the Group.
3. Ensure accidents, incidents and dangerous occurrences are appropriately investigated, reported to RIDDOR where required, any lessons learned are shared and integrated into the health and safety management system.
4. Supporting directorates in the development and continual improvement of local health and safety arrangements.
5. Working with stakeholder to ensure the Group's employees are provided with suitable information,

instruction and training relevant to the roles they carry out and hazards faced.

6. Attending of the Health and Safety sub-committees and directorate meetings to provide updates and feedback on projects to stakeholders.
7. Leading the ISO 45001 audit programme and supporting with other internal audits H&S.
8. Ensuring all health and safety related policies and procedures are reviewed and updated to remain relevant to the needs of the business and regulators.
9. Oversee the health surveillance programme and ensure health risks are managed and monitored effectively by the business.
10. Prepare and present information and statistics relating to health and safety compliance for departmental and Group use.
11. As appropriate, liaise with Trades Union Representatives and enforcing bodies such as the Health and Safety Executive (HSE) on health and safety issues.
12. Work with our Development, Asset Management and compliance teams to ensure that new developments and refurbishment projects are managed and completed and in accordance with CDM requirements.
13. Supporting the AD H&S with tendering, contractor vetting and contract management.
14. To carry out all duties in accordance with the Group Financial Regulations and Health and Safety Policy and any other relevant legislation affecting the construction / maintenance industry.
15. Follow all Group policies and procedures in accordance with the role and attend Mandatory training when requested to ensure compliance with Group policies and procedures. Ensure you work in accordance with the Equality Act 2010 and the Equality, Diversity & Inclusion Policy at all times.
16. To carry out any duty which may be, from time to time, requested by the Group Directors or Chief Executive, commensurate with the position.

CANDIDATE REQUIREMENTS

Candidate Requirements:

- NEBOSH Diploma in Health & Safety or equivalent level 4/5 qualification.
- Membership of professional body (Chartered Member of IOSH or similar)
- ISO/ OHSAS Lead auditor qualification and experience leading an audit programme is desirable.
- Working knowledge of CDM, Management of Vibration at work and COSHH
- Experience of overseeing health surveillance programmes
- Experience of managing a large team with multiple projects and deliverables and managing contracts/tenders.
- Excellent organisational skills including ability to prioritise and work to deadlines.
- Ability to present information both verbally and in writing in a clear and logical manner.
- Experience of working for a Housing Association or Local Authority with construction or housing maintenance is desirable.
- Full, valid UK driving licence.

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.



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