

# JOB PACK

Health and Safety Business Partner



Creating homes.  
Building lives.





# ABOUT US

We are one of the largest housing groups in England with more than 37,500 homes across the Northwest 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 managers and colleagues on health & safety matters.

Having achieved ISO 45001, we are committed to ensuring high standards of health, safety and welfare for our colleagues, service users and residents.

### Role Summary:

You will be joining an established team who are based in Ashton-under-Lyne. This exciting and varied role includes, carrying out audits and inspections of contractors on CDM projects, RIDDOR investigations and employee training at any of the properties or workplaces owned and managed by Jigsaw. There are also opportunities for line management, coaching and mentoring of H&S Advisors and Trainee Advisors.

This role leads through influence and subject-matter expertise, with responsibility for managing and developing Health and Safety Advisors in line with business needs across relevant directorates and service areas.

You will join an established Health and Safety team working across the Northwest and Nottingham. The role is varied and rewarding, involving audits and inspections; accident and incident investigations; advising on health risks and health surveillance; COSHH, DSE, dust and HAVS management, and delivery of various H&S based projects. You will review ISO 45001 standard compliance, group safety policies and procedures, use the Evotix H&S system, and provide advice on lone working and display screen equipment. The role also includes investigating workplace and public accidents, leading RIDDOR investigations, undertaking management and contractor audits (including CDM projects), and delivering health and safety training across Jigsaw's properties and workplaces.

**PLEASE NOTE, this is NOT a construction safety role. CDM is limited to client advise and site inspections with limited involvement in live development projects.**

We are looking for an enthusiastic and people focused individual with experience in a proactive H&S role in a multi-site organisation and people focused culture. Professional membership of IOSH or IIRSM and level 3 qualifications in health safety is required. Experience of working in the social housing, charitable or local authority sectors is highly desirable.

**Responsible To:** Jigsaw's Group Health and Safety Manager.

**Responsible For:** Health & Safety Advisor depending on business area and requirements.

## MAIN TASKS OR ACTIVITIES

1. **Stakeholder Engagement:** Partnering with operational managers to build a proactive safety-first culture and influence leadership to ensure compliance with group policy and regulatory requirements are met.
2. **Support and advice:** Providing competent advice and support in response to health and safety queries from colleagues via email, phone or face to face.
3. **Specialist advice:** Providing advice on CDM 15, including contractor vetting and approval, attending prestart and design team meetings, reviewing CPP's and PCIPs and undertaking client H&S site audits and inspections.
4. **Audits & Inspections:** Conducting audits and inspections of internal teams and external contractors. Reviewing operational and individual risk assessments, providing advice on risk management and reasonable adjustments.
5. **Incident Management:** Investigating complex incidents/accidents and ensuring corrective actions are implemented alongside any wider organisational learning.
6. **Policy, Procedures & Compliance:** developing and reviewing group procedures and associated guidance documents. Supporting departments to align operational activities to meets regulatory requirements.
7. **Communication & Engagement:** Developing and delivering bespoke training to colleagues and managers. Attending meetings and employee consultation groups to promote good practice and communicate H&S updates.
8. 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.
9. To carry out your role, demonstrating the Jigsaw Homes values to increase levels of internal and external customer satisfaction.
10. Follow all Group policies and procedures in accordance with the role and attend mandatory training when requested.
11. Ensure you work in accordance with the Equality Act 2010 and the Equality & Diversity Policy at all times.
12. Carry out any duty which may be, from time to time, requested by the Chief Executive, Executive Management Team or Assistant Director H&S, commensurate with the position.

# CANDIDATE REQUIREMENTS

## Candidate Requirements:

### Essential

- Qualifications demonstrating sound literature & numerical skills (e.g. GCSE English & Maths A-C or equivalent)
- NEBOSH Certificate in Health & Safety or equivalent level 3 qualification.
- Membership of professional body (GRAD/TEC Member of ISOH or similar)
- ISO/ OHSAS internal auditor qualification
- Excellent organisational skills including ability to prioritise work and manage competing deadlines.
- Ability to work cooperatively & flexibly as a team member.
- Flexibility to work outside of normal office hours when required.
- Strong influencing, coaching, and communication skills to engage with stakeholders at all levels.
- Solution-focused mindset that balances safety requirements with operational needs.
- Ability to present information both verbally and in writing in a clear and logical manner
- Willingness and ability to travel across the organisation and work outside of normal office hours when required.
- Full, valid UK driving licence and access to vehicle to travel around the group sites

### Preferred

- NEBOSH Diploma (or equivalent) with Chartered or Graduate IOSH membership (CMIOSH desirable).
- Proven experience in a proactive H&S role, often with multi-site exposure and people focused culture (e.g., Local Authority, Charity or Housing, construction or direct repairs organisation).

# 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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