



Post: Health, Safety and Compliance Manager

Department: Management

Working Hours: 37.5 hours a week

Salary: £40 000 - £47 500 (dependant on experience)

Location: ACH Birmingham, Wolverhampton, Coventry or Bristol with regular travel to our other sites

Closing Date: Please apply ASAP, we will interview candidates as we receive applications.

About ACH

Our vision is to empower refugees and migrants who reside in the UK to lead self-sufficient and ambitious lives.

ACH is a social enterprise comprised of a diverse group of strategists and researchers led by lived experience. We provide tailored integration services that not only help individuals, but also disrupt the systems that have entrenched inequalities in our society.

We have a track record of delivering effective support services that give refugees and migrants the tools they need to succeed. In 2021 alone, we have helped 1000+ people to achieve their personal goals and lead fulfilling lives in their new country.

By working with us at ACH, you will be supporting refugees and migrants to build a better, brighter future.

Purpose of job

The role of the Health, Safety and Compliance Manager is to be responsible for all Health and Safety aspects including advising on Landlord Compliance, developing, maintaining, monitoring and coordinating Health, Safety & Compliance policies and procedures across all divisions. Ensuring all aspects of Health, Safety & Compliance are in accordance with current health and safety legislation. Supporting all areas of the business ensuring employee safety whilst enabling the organisation to deliver its services.

Key Responsibilities

- Develop, maintain and co-ordinate health and safety policies and procedures across ACH sites

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- Ensure compliance to health and safety regulations by all employees of the business; providing the necessary training and support to employees.
 - Ensure that the Society operates within all regulatory guidance, statutory and legislative requirements
 - Responsible for the identification and management of risks across all areas of property compliance
 - Develop, implement and manage a group wide health and safety framework ensuring it is in line with best practice, regulatory and legislative requirements.
 - Report on all health, safety and compliance performance on a regular basis including reporting on any areas of non-compliance that may arise and any relevant remedial actions or works required
 - Lead on agreed initiatives to deliver improvements to health, safety and compliance functions
 - Help to promote a customer and performance focused culture
 - Be the main point of contact with the HSE.
 - Develop and deliver an appropriate ACH health and safety training programme (i.e. manual handling, PPE, DSE assessments).
 - Ensure all legal and statutory obligations in relation to property compliance and health & safety are achieved
 - Lead the property compliance KPI reporting process for the organisation
 - Ensure all legal and statutory obligations in relation to employees, activity and organisational health and safety are achieved in a culturally aligned way
 - Deliver an effective, efficient and good quality health and safety service for all people, organisational matters and property compliance
 - Manage relevant contracts and relationships across all property management functions
 - Proactively manage all health, safety and property compliance budgets and ensure expenditure is kept within approved budgets, promptly highlighting any need for additional resources
 - Ensure the focus of Health and Safety activities aligns with developing a positive and motivating employee culture within the organisation
 - Managing the strategic health and safety risks within the risk register and report these to the Board
 - Undertake risk assessments and site inspections. Identifying potential hazards and determining ways of reducing risks.
 - Ensure all First Aider and Fire Marshall responsibilities are carried out as per agreed policy and procedures.
 - Recording and investigating incidents, accidents and complaints

This list is not exclusive or exhaustive. You may be asked to carry out other duties deemed necessary by your line manager.

Person Specification

	Essential	Desirable
Qualifications	<p>Graduate or professional qualification/membership in health and safety e.g:</p> <p>British Safety Council Level 6 Diploma in Occupational Safety and Health</p> <p>NEBOSH National Diploma in Occupational Health and Safety</p> <p>NCRQ Level 6 Diploma in Applied Health and Safety.</p>	Leadership/Management Qualification
Experience	<p>Experience in the application of the Health and Safety at Work etc. Act 1974 and other legislation relevant to the Companies business.</p> <p>Delivery of high performing quality, people focussed, cost effective approach to Health and Safety that meets our business and customer needs.</p>	<p>Previous experience in a similar housing role/environment.</p> <p>Experience of financial and budgetary management</p>
Knowledge	<p>Familiarity with housing safety standards and regulation</p> <p>Technical, regulatory, contractual, procurement and legal knowledge relating to Health and Safety</p> <p>Ability to identify own skill gaps and request training where relevant</p>	
Skills	<p>Strong organisational or administrative skills with attention to detail and a methodical approach.</p>	

	<p>Capability to consult with customers, residents and other stakeholders</p> <p>Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams)</p> <p>Ability to prepare and present written and verbal reports for Management Team and Board</p>	
Personal Attributes	<p>The ability to work effectively with colleagues at all levels and a wide range of senior external contacts.</p> <p>Confident and determined with the ability to work on own initiative and as a team member when required.</p> <p>Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload.</p>	
Other	<p>Due to the role covering multiple sites, the post holder must have a current driving licence and own a vehicle insured for business use</p>	