**Job Description: Health and Safety Advisor**

|  |  |
| --- | --- |
| Reporting to | COO, Head of Historic Estates,  Lundy Island Manager |
| Staff reporting | None |
| Liaison with | RPM, Property Assistant, Surveyor, |
| Hours | 35 hours per week |
| Location | Home based, with extensive national travel |
| Requirements | Home Office and Car (Company Car provided) |

**Summary of the role**

Reporting in a matrix to Head of Historic Estates, Lundy General Manager and Chief Operating Officer with a dotted line to the Director, The Landmark Trust, this role will take the Safety and Compliance lead across a portfolio of offices, 200 historic buildings, commercial properties, a warehouse, a construction workshop and Lundy Island (including ship and heliport operations). The role requires a practical and flexible approach with the ability to work effectively across a diverse team to be the facilitator on all health, safety, fire, security, compliance and emergency business planning.

This role will advise the leadership team and staff on all safety, health and welfare compliance matters to ensure that the Landmark Trust and the Lundy Company comply with their statutory duty to ensure a safe and healthy environment for our staff, volunteers, guests, contractors, tenants, as well as protecting our many assets.

This role will work proactively to establish and maintain a programme of continual improvement in the management of health, safety, compliance and risk including frequent informal site visits, conducting audits, attending strategic and operational meetings, analysing statistics, writing reports, developing and delivering training, coaching and involvement with commercial and conservation projects.

This role will also contribute to the development, delivery and review of policy and standards to meet best practice and compliance with all current health and safety legislation and compliance requirements and to manage risks whilst respecting the historic built environment.

The role will be based from home with travel across the UK to our various sites.

**Duties and responsibilities**

**Key Responsibilities and Duties**

* Lead on and drive acceleration of the organisation’s H&S and Compliance agenda, working with managers with H&S operational responsibilities to devise and implement the Landmark Trust’s H&S and Compliance policies and procedures.
* Support in business disruption processes.
* Lead and support, as appropriate, in all related compliance issues for example, Access, Legionella and so on.
* Work proactively across our portfolio to help ensure that adequate H&S arrangements are in place for all maintenance and new projects.
* Implement practical and effective methods, both preventative and remedial, for promoting health and safety and safe working practices in the workplace across multiple sites including Lundy Island, and the Warehouse and Workshop at Honeybourne.
* Liaise with Historic Estates, Operations and Lundy to establish practical contractor health and safety procedures.
* Conduct/organise relevant health and safety training for staff as required, including first aid, fire safety, other group compliance requirements and representatives for regions.
* Provide advice and guidance to staff on devising, developing, reviewing and implementing risk assessments for each Landmark Trust site as required, including display screen equipment, manual handling, lone working, fork lift loading, pregnant workers, young workers, etc.
* As necessary, conduct and carry out internal compliance audits across regions, Lundy and other Landmark Trust sites; report on findings and manage the issue log through to completion.
* Recommend and implement control measures and advice on the standard of PPE issued to employees and required for contractors.
* Where appropriate, carry out investigations into accidents and near-miss incidents and report findings.
* Manage and advise the Chief Operating Officer and Director of all incidents reportable under RIDDOR.
* Identify areas where training/certification is required to meet the standards imposed by Legislation, Approved Codes of Practice, or HSE. guidance. Arrange such training/certification once identified.
* Proactively bring to the attention of the Management team any relevant new legislation or guidance and how it may impact The Landmark Trust and Lundy and then work with managers to implement such changes as are necessary.
* Immediately contact the Chief Operating Officer and Director if situations are found, that in the opinion of the Health and Safety Manager, require immediate rectification or the stopping of any operation.
* Any other ad hoc health and safety duties as required.

**Person Specification**

**Education, Experience and Key Skills**

Qualification in occupational health and safety, NEBOSH national diploma or other relevant degree, and Membership of IOSH, is essential with proof of ongoing CPD.

**Experience**

* Previous experience in a similar role/environment is essential. A good understanding of visitor safety management and construction and building practices, particularly in the heritage sector is desirable.
* Previous multi-site experience is essential.
* Understand the application of the Health and Safety at Work etc. Act 1974 and other legislation relevant to the Landmark Trust’s business.
* Ability to effectively influence those at a senior level, providing pragmatic and proportionate advice.
* Professional in their approach to dealing with issues and people.
* Appreciation of confidentiality and discretion.
* Strong organisational or administrative skills with attention to detail and a methodical approach.
* IT literate and a comprehensive understanding of Windows based programmes to include Word, Excel and Outlook is essential.
* The ability to communicate clearly and confidently with a range of people, on the phone, face-to-face and online conferencing.
* Strong teamwork skills are essential.
* An ability to multi task and work effectively across teams in a matrix reporting line.
* Ability to prioritise and stay focused.

**Competencies**

* Confident driver
* Excellent organisational skills
* Experienced with MS Office (Word and Excel)
* Excellent communication skills
* Flexibility
* Calm under pressure
* Ability to work on own initiative
* Good attention to detail
* Sensitivity and diplomacy

**Other:**

* Full driving licence and own vehicle. Competent driver who is able to cope with motorway driving as well as remote, narrow, rough and often potholed access tracks.
* Confident about travelling to or staying in remote properties on one’s own
* As this position is home-based, you will need use of a home office.
* You will need a flexible approach to your working hours.

**TERMS OF EMPLOYMENT**

**Contract Duration**

This is a permanent full time position.

**Location**

This position will be home-based and you will need the use of a home office.

**Salary**

£35 000 - £38 000 dependent on experience - per annum, paid monthly in arrears. Overtime is not payable unless pre-agreed. This role qualifies for a company car.

**Working Hours**

This is a full time role based on a full time working week of 35 hours.

**Expenses**

Employees will be reimbursed for reasonable expenses incurred on behalf of the organisation.

**Holidays**

The holiday entitlement is 25 days per annum plus statutory holidays, increasing to 30 days per annum after 10 years’ service. This will be pro-rated depending on the proportion of full time hours that you work.

**Sick Pay**

You will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. This will be pro-rated depending on the proportion of full time hours that you work. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor’s certificate will be required. Sick Pay can be extended up to 3 months at Landmark Trust discretion.

**Pension Scheme**

You will be auto-enrolled into Landmark’s pension scheme.

**Medical Health**

Private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year. This will be pro-rated depending on the proportion of full time hours that you work.

**Notice**

The appointment is subject to satisfactory completion of an initial six month probationary period, though this period may be extended if more time is needed to assess suitability for employment (for new employees to Landmark only). During this period the post will be subject to a week’s notice on either side. A minimum of three months’ notice in writing on either side applies after the end of the probationary period.

**Health & Safety**

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

**Contract**

The successful applicant will be required to sign Landmark’s Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark’s Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job