

Job Description

Job Title:	Health and Safety Manager
Reporting to:	People Director
Department:	People and Business Services
Direct Reports:	2
Budget:	None
JD date reviewed:	February 2025
Job Level:	16
Job Family:	How we operate

Job Purpose

To lead in establishing, managing and monitoring the Eastlight Health and Safety (H&S) Management framework and the continual improvement of H&S, ensuring legal compliance with all health, safety and environmental legislation, by creating, establishing and driving strategy, methodology systems and processes to be fully compliant in H&S across all our services, for the benefit of our employees, customers, contractors and third party visitors.

Key Strategic Responsibilities

- To work in collaboration with colleagues across team boundaries to develop, execute, and monitor Eastlight’s H&S, sharing and helping to embed lessons learned, eliminating hazards and mitigating risk.
- Advising Eastlight on statutory health, safety and environmental requirements that affect Eastlight’s operations and provide assurance as required on adherence to H&S law.
- Be responsible for contributing to the development and delivery of strategic and operational H&S management plans.
- Engaging with all aspects of the business to embed a H&S culture.
- Ensuring that adequate training programs are in place to provide staff with the competence required to work safely.

Key Functional Responsibilities

- Preparation of policy and procedures to ensure robust management of health, safety and wellbeing.
- Assist the organisation to evaluate and understand H&S practices and procedures; to assess and mitigate risk and ensure adherence to the law, providing support and solutions for our people to deliver them.
- Monitor health, safety and environmental performance, driving continuous improvement.
- Engage with external agencies and partners to share knowledge and best practice.
- Identify any operational and regulatory risks, escalating as appropriate and provide

competent advice, recommendations and assurance to leadership.

- Identify and understand the health, safety, environmental & associated legal requirements that are relevant to the work of Eastlight and ensure the relevant teams comply with these.
- Develop appropriate communications to improve corporate understanding and actively promote issues regarding H&S and the environment.
- Produce and deliver presentations to Managers and their teams to confirm understanding and improve collective and individual ownership of H&S.
- Conduct staff H&S forums that help to embed a positive H&S culture and keep staff informed and engaged in H&S matters.
- Work collaboratively with colleagues across the business to improve health and safety for our staff, customers and contractors, as well as visitors to our hubs.
- Conduct H&S inspections/audits, providing oversight and support as necessary to ensure that actions identified to address risk and improve H&S are implemented.
- To support and where necessary, lead accident and incident investigation, utilising root cause analysis and provide advice to operational teams on effective preventative measures to reduce risk.
- Maintain comprehensive data to provide concise, factual and accurate management information to enable effective decisions and improvements to be made.
- To support and assist the People Director in providing robust reporting and assurance with respect to reporting operational and strategic H&S risks to Leadership team, Forums, Committees and Board.
- To act as H&S subject matter expert for Eastlight, ensuring up to date knowledge, providing technical expertise and advice to the business.
- To be accountable for operational H&S risk management, ensuring that effective, proportionate controls are in place to manage them.
- To promote a culture where managing and being accountable for H&S risk is recognised as an essential part of everyone's role.
- Produce regular and adhoc reports as required, providing analysis and recommendations.
- Positively and proactively line manage direct reports to develop their knowledge and skills and monitor and manage their performance.

Person Specification

Education and qualifications	<ul style="list-style-type: none">• NEBOSH General certificate or equivalent (NEBOSH diploma or equivalent level 5 qualification in Occupational Health and Safety).• Technical IOSH status minimum.
Experience	<ul style="list-style-type: none">• Proven experience in a H&S role, embedding a culture of H&S and

	<p>wellbeing.</p> <ul style="list-style-type: none"> • Proven experience in supporting, issuing, following up and closing corrective actions. • Proven experience of operational H&S activities, preferably within the housing sector, including building construction and design, health and safety implications and Construction Design and Management (CDM) processes and requirements . • Proven experience in managing H&S in a commercial environment. • Practical experience of producing policies, procedures, risk assessments, method statements, construction phase plans, waste management plans, construction based H&S documentation. • Practical experience of maintaining H&S data, analysis and provision of robust management information. • Line management
<p>Knowledge and Skills</p>	<ul style="list-style-type: none"> • Knowledge of operational activities within the housing sector including building construction and design and health and safety implications including CDM processes and requirements . • Knowledge of design and implementation of health, safety and environmental management systems. • Excellent up to date knowledge of H&S legislation, guidance and best practice. • Strong communication skills, both oral and written. • Ability to create strong relationships, working effectively with others regardless of seniority or background. • Ability to influence across all levels. • Producing and delivering presentations and writing competent reports. • Excellent attention to detail. • Ability to prioritise and meet deadlines. • Commitment to excellent customer service and continuous improvement. • People skills, to maximise motivation and performance of direct reports • Competent in using Microsoft office suite and H&S data systems.