JOB DESCRIPTION – HEALTH, SAFETY & BUILDINGS COMPLIANCE OFFICER

RESPONSIBLE TO:	Head of Housing & Property; Head of Services; Chief Officer
SALARY:	£14 per hour
DAYS / TIMES:	20 Hours – Days & times can be discussed at interview Flexible hours during crisis or emergencies
WORK BASE:	Town Centre base Flexibility of visiting all properties & buildings when required

As this position will include a base in our 'women only' spaces (inc Refuge), we are only accepting applications from women. (Schedule 9, Part 1 of the Equality Act 2010 applies)

HEALTH, SAFETY & BUILDINGS COMPLIANCE OFFICER

Purpose of the Role

To support housing and property management across all Women's Aid projects, including offices, land, shops, buildings, flats and houses, ensuring that health and safety remains paramount across the organisation.

To provide efficient administrative and compliance support by maintaining accurate records, coordinating inspections and training, monitoring statutory requirements, supporting risk management processes, and promoting a positive health and safety culture. The postholder will ensure that housing and property information systems are maintained and monitored, enabling the organisation to meet its legal, regulatory and quality assurance responsibilities.

Duties and Responsibilities

1. Health & Safety Responsibilities and Record Keeping

- Act as the lead for monitoring health and safety matters across the organisation.
- Promote safe working practices and a positive health and safety culture.
- Maintain health and safety files, records, databases and property compliance registers.
- Keep accident, incident and near-miss records up to date.
- Maintain COSHH (Control of Substances Hazardous to Health) documentation where applicable.
- Monitor document review dates and ensure all records remain current and compliant.
- Ensure housing and property information systems are accurately maintained and updated.
- Be responsible for the efficient recording, storage and retrieval of health and safety and property management information.

2. Training Administration

- Coordinate and support the delivery of mandatory health and safety training.
- Maintain training records and monitor renewal dates.
- Monitor expiry dates for qualifications and certifications including:
    - First Aid at Work
    - Fire Marshal Training
    - Food Hygiene (where applicable)
- Provide reminders to managers and staff regarding mandatory training requirements.

3. Risk Assessment Support

- Assist managers in maintaining risk assessment records.
- Monitor risk assessments across all projects and activities.
- Ensure risk assessments are reviewed within required timescales.
- Maintain registers for:
  - General Risk Assessments
  - Fire Risk Assessments
  - Manual Handling Assessments
  - Display Screen Equipment (DSE) Assessments
- Monitor, assess and report on health and safety procedures, risk assessments and legislative requirements.

4. Accident and Incident Reporting

- Record workplace accidents, incidents and near misses.
- Assist with investigations by gathering information and relevant documentation.
- Maintain RIDDOR reporting records where applicable.
- Analyse accident trends and prepare statistical reports.
- Identify recurring risks and escalate concerns to managers where appropriate.

5. Compliance Monitoring

- Track compliance with health and safety policies, procedures and statutory obligations.
- Monitor inspection and certification dates including:
  - Fire Alarms
  - Emergency Lighting
  - Portable Appliance Testing (PAT)
  - Lifting Equipment (LOLER)
  - Gas Safety Certificates
  - Electrical Safety Certificates
- Monitor monthly, quarterly and annual checks, inspections, insurance requirements and maintenance schedules.
- Support managers to ensure compliance requirements are met within agreed timescales.

6. Audits, Inspections and Property Management

- Organise and undertake health and safety inspections as required.
- Monitor the completion of fire audits, equipment checks, drills and property inspections.
- Prepare audit documentation and supporting evidence.
- Record and monitor actions arising from inspections and audits.
- Follow up outstanding actions with managers and staff.
- Ensure the quality and suitability of resources and equipment used throughout the organisation.
- Monitor keys and access systems for all properties and buildings used by staff and contractors.
- Ensure that properties and buildings remain safe, appropriately furnished, equipped and maintained.
- Liaising with contractors to arrange responsive & routine maintenance works.

7. Policy, Procedure and Quality Assurance

- Research and keep up to date with relevant legislation, guidance and best practice.
- Work with the Head of Housing & Property to implement any legal, statutory or regulatory changes relating to housing, buildings and health and safety.
- Assist with the review and updating of health and safety policies and procedures.
- Contribute to organisational quality standards and compliance frameworks.
- Support the continuous improvement of health and safety practices across the organisation.

8. Data, Monitoring and Reporting

- Produce monthly health and safety reports.
- Prepare statistical information and management reports.
- Monitor and report on Key Performance Indicators (KPIs).

- Provide information for management meetings, quality reviews and Board reports.
- Maintain accurate records to support audits, inspections and regulatory requirements.

9. Emergency Planning Support

- Maintain emergency contact information.
- Support fire evacuation planning and evacuation drills.
- Record outcomes and actions arising from emergency exercises.
- Ensure emergency equipment checks are completed and documented.
- Assist with business continuity and emergency response planning where required.

Communication – Internal and External

- Maintain positive and professional relationships with Women's Aid projects, service users, customers, contractors, suppliers, external organisations and statutory agencies.
- Develop and maintain effective links with providers, suppliers and contractors.
- Ensure suggestions, compliments and complaints received from clients, customers or stakeholders are appropriately recorded and actioned.
- Draw to the attention of the Head of Housing & Property any issues that may impact service users, staff, volunteers, properties or the organisation.
- Be responsible for the effective communication and circulation of relevant information across all teams and projects.
- Attend and actively participate in team meetings, supervision sessions, appraisals and organisational events as required.

General

- Work flexibly to support service delivery, including providing cover during periods of annual leave, sickness absence or staff shortages where possible.
- Respond flexibly to property, health and safety or service emergencies when required.
- Ensure a safe, welcoming and caring environment for staff, volunteers, visitors and service users.
- Promote the organisation positively at all times, maintaining professional boundaries and upholding the reputation and values of Women's Aid.
- Work independently using own initiative while contributing positively to team working and organisational objectives.
- Take responsibility for personal and professional development through training, learning and continuous improvement.
- Comply with organisational policies, procedures and quality standards.
- Carry out any other duties commensurate with the level and responsibilities of the post.

PERSON SPECIFICATION

OUTREACH SUPPORT WORKER	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
Any recognised health & safety or housing qualifications		*
EXPERIENCE OF;		
Working in a health & safety or housing role	*	
Undertaking risk assessments	*	
Liaising with other businesses and agencies	*	
Organising, planning and evaluating workload	*	
Working to performance indicators and standards		*
Report writing		*
KNOWLEDGE OF		
The impact of domestic abuse on everyone		*
Health & safety or housing guidance	*	
Health and Safety legislation in the workplace	*	
SKILLS		
Ability to work as a member of a staff team and as an individual	*	
Excellent communication and organisational skills	*	
Computer skills (*files are electronic*)	*	
Good literacy and numeracy skills	*	
Interpersonal skills – with both individuals and external organisations and agencies	*	
Ability to cope with crisis management, conflict and distress	*	
Ability to work under pressure and to deadlines	*	
GENERAL		
A commitment to accountability	*	
To ensure a positive image of the organisation through personal behaviour and appearance	*	
Demonstrate a flexible approach (inc. outside working hours) to the demands of the role	*	
Demonstrate a high level of motivation	*	
A commitment to Equal Opportunities	*	