



RHA

Candidate Information Pack

Health and Safety Business Partner

RHA

1 | Health & Safety Business Partner

Contents

3	Letter from Luke Takeuchi, Chief Executive
4	About us
5	Advert
6	Job Description
9	Person Specification
11	Useful Information
12	Terms & Conditions
13	Our Benefits Package

Dear Applicant,

Firstly, thank you for your interest in applying for this vacancy with us. RHA is a well-established housing association based in the Rhondda and this year we celebrate our 40th anniversary. We own and manage over 1700 homes and have been the main provider of new social housing in the borough in recent years, delivering almost 300 new homes since 2015. As well as challenging ourselves to be a main deliverer of new homes, we also offer a range of high-quality services to our tenants which are focused on working in partnerships with others to maximise the opportunities that our tenants have.



Operating from our office in Tonypanyd at the heart of the community, we continue to grow as an organisation. It is a great area to work in, with passionate people who care about the communities in which they live and work in. We also have a very dedicated and supportive board of management who provide effective scrutiny and challenge.

RHA has achieved the highest regulatory judgement in the past 12 months and remains financially robust with the financial capacity to deliver on our objectives and continue to grow. Both myself and the board have high ambitions for this Association, and we continue to build a team that has the skills, experience and personal qualities that will ensure that this association goes from strength to strength in the coming years.

Good luck!

Luke Takeuchi
Chief Executive

About Us

RHA was established in 1979 and has been providing homes and services in the Rhondda for 40 years.

We are a registered social landlord, a community benefit society and regulated by the Welsh Government. We own and manage over 1800 homes. We offer a range of high-quality management and support services which ensure that our tenants have the best possible opportunities to enjoy their homes and engage in their communities where possible.

We work closely with Rhondda Cynon Taf County Borough Council to ensure provide support for preventing homelessness and delivering much needed new homes in the borough. In 2019/20 we have almost 150 new homes in our new build programme.

Operating from our office in Tonypanyd at the heart of the community, we employ 75 staff and we continue to grow.

Our regulatory status has confirmed that our financial position is strong, meeting our projected surplus and ensuring that long term finance is in place to deliver our ambitious develop plan. We have strong budgetary management processes in place and a clear investment strategy for our current homes to ensure we continue to meet the Welsh Housing Quality standard requirements.

Our mission is to provide high quality development, offering support and regeneration within the communities of Rhondda Cynon Taff. We encourage innovation and significantly value the contribution of our staff, tenants and volunteers.

Our vision is to be the housing provider of choice, and our mission is to provide quality homes, regenerate communities and improve lives. We aim to achieve this by living our values and behaviours.

BEHAVIOURS. We will be...



POSITIVE

We approach our work with a can-do attitude and try to overcome any barriers or hurdles.



INNOVATIVE

We think creatively and embrace new ideas and ways of working.



PROFESSIONAL

We demonstrate the highest levels of professionalism in all that we do.



AUTHENTIC

We are proud of what we do and we want to do it in a meaningful way. We are committed to providing our tenants with the best possible services and products.

Health and Safety Business Partner

£35,000-£38,000 depending on qualification and experience

RHA is situated in the heart of the Rhondda, a stone's throw away from Cardiff and the M4.

This is an exciting time to join our Homes and Communities directorate. The successful candidate will be an experienced health and safety professional who will work closely with the Director of Homes and the Head of Assets and Compliance to achieve and maintain our absolute commitment to ensuring the health and safety of our homes, as well as ensuring we provide a safe and healthy environment for our staff, tenants and partners.



Our vision, values and behaviours are at the core of everything we do. We want a dynamic, outcome focussed individual who is committed to helping us to deliver excellent services and quality homes for our tenants.

In return, we offer generous leave and benefits, have an award-winning health and wellbeing programme and flexible working available; all making RHA a great place to work!



If this sounds like the job for you, please visit our website—www.rhawales.com/our-people/working-with-us/vacancies - to download an information pack and find out more.

Closing date for application submission is Monday 20th

April at midday.

Interviews will be held after Monday 11th May, exact date to be confirmed subject to developments in relation to COVID-19. The assessments will consist of multiple tasks to include as a minimum: Panel interview, Presentation and team exercise.

No agencies please

Job Description

JOB PURPOSE

To ensure that RHA provides a safe environment for its staff, tenants and visitors to the Association.

KEY PURPOSES

1. Provide specialist advice to all staff, managers, directors and the board on matters concerning health and safety, environmental and risk management across RHA.
2. Act as RHA's competent person, ensuring that RHA fulfils its legal obligations and complies with its statutory duties under the Health and Safety at Work act 1974 and the regulations passed under it.
3. Manage Fire Safety across the organisation, developing and delivering the Fire Safety Strategy.
4. Develop, monitor and implement a Health and Safety Action Plan which creates a culture of safe working practice and positive, proactive risk management across RHA.
5. To be responsible for the development of health and safety related policies e.g lone working, business continuity etc

Health & Safety Management

1. Develop, implement and review RHA's health and safety policies, codes of practice and procedures, ensuring that the organisation works effectively and complies with current legislation and best practice.
2. Analyse and interpret incident data to identify trends, write reports and provide advice to ensure the correct management action has been taken.
3. Provide a point of contact for the Health & Safety Executive (HSE), and liaise with appropriate external agencies to inform them of incidents in a timely manner and facilitate any ongoing investigations.
4. Investigate and understand the causes of accidents, incidents and near misses, supporting managers and staff to identify lessons learnt and prevent reoccurrence.
5. Design, deliver and evaluate training programmes for all levels of staff relating to different elements of safety and risk management.
6. Provide assurance that RHA is compliant with its legal duties in relation to all areas of health and safety e.g fire, gas, electricity, legionella and asbestos by undertaking regular quality checks and monitoring, ensuring that any actions identified are completed within agreed time frames and improvement areas highlighted.

7. Oversee the arrangements for lone-working within the organisation, implementing and reviewing systems that keep staff safe while working alone in our communities.
8. Responsible for ensuring and promoting that all appropriate regulations are being observed at where works are being carried out (e.g. development sites) and that safe methods or work are in operation for optimum safety.
9. Take a lead role in relevant risk and safety steering groups, championing health and safety and risk management activities across the organisation.

Risk Management

1. Provide a comprehensive risk management service to RHA, undertaking risk assessments and identifying practicable solutions to hazards identified.
2. Monitor RHA's compliance with current health and safety legislation and address all areas of risk through regular inspections of buildings, facilities and equipment.
3. Engage stakeholders in risk management activities to promote ownership of risk, and assist directors, managers and staff in the recording and review of risks, and the development of detailed management action plans.
4. Monitor the effectiveness of risk reduction plans and provide advice on further actions that may be required.
5. Ensure that risks are managed in accordance with our policies and procedures, and that any emerging risks are recorded in RHA's risk registers.

Fire Safety Management

1. Conduct and monitor Fire Risk Assessments for our properties.
2. Work with the Director of Homes and Head of Assets and Compliance to ensure that RHA implements all relevant recommendations of the Hackitt Review and adheres to any subsequent legislation and/or regulations.
3. Ensure that our databases are maintained, and that fire information on our properties is readily available.

Out of Hours Service Management

1. To be responsible for co-ordinating the out of hours service
2. To undertake out of hours duties on a rota basis

General

1. Produce accurate reports, notes and bulletins as requested for meetings, committees and external agencies.

2. Take an active role as a member of the operational management tea,.
3. Undertake any other duties commensurate with the position.

Person Specification

	Essential/ Desirable			
		A	I	P
<u>Qualifications</u>				
At least one of the following: <ul style="list-style-type: none"> • NEBOSH Diploma or similar or working towards • CMIOSH or working towards • IQ Level 4 Diploma in Fire Safety or working towards 	E	X		X
<u>Experience</u>				
Extensive experience of positively contributing within a H&S role, engaging stakeholders to provide a proactive service.	E	X	X	X
Experience of preparing H&S action plans.	E	X	X	X
Experience of developing and implements H&S processes including risk assessments and method statements.	E		X	X
Experience of conducting fire risk assessments	E		X	X
Experience of auditing H&S, and of providing feedback and engaging others in developing solutions	E		X	X
<u>Knowledge</u>				
A good working knowledge of construction health and safety, risk management and fire safety.	E	X	X	X
Knowledge of Health and Safety at Work act 1974	E	X	X	X
<u>Skills</u>				
Well developed written and oral communication skills with the ability to meet the communication needs of different people and groups.	E	X	X	X
Ability to think laterally and analyse/solve complex problems and make informed decisions.	E	X	X	X

Proven ability to build positive relationships and effectively influence, advise and support people throughout the organisation	E	X	X	X
Ability to research information, review policies and procedures in line with changes in legislation to ensure continuous improvement and best practice.	E		X	X
Excellent organisational and time management skills, with the ability to prioritise workloads based upon risk.	E	X	X	X
Good IT skills and the ability to use Microsoft Word and Excel	E		X	X
<u>Personal Qualities</u>				
A positive and enthusiastic individual who inspires confidence and can instil a sense of urgency when needed.	E		X	X
A commitment to equality of opportunity and diversity in employment and service delivery	E	X	X	X
Calm individual who can handle difficult situations in a sensitive and empathetic way.	E		X	X
Resilient and self aware.	E			X
Able to build and sustain positive relationships, and instigate and manage change.	E	X		X

KEY

A = Application Form

I = Interview

P = Probationary Period

Useful Information

Your Application

Thank you very much for downloading an application pack for the post of Health and Safety Business Partner. In this pack you'll find plenty of information about the role, including a job description and person specification. The person specification is a key document as this tells you what we're looking for in our recruitment.

You should address any of the criteria marked assessed at application when completing the personal statement, and it would be really helpful for us if you could deal with each criteria in turn. Please make sure that you give us examples of your experience to date – this may be from your past work experience, or perhaps through voluntary work you've done.

References

We ask for references that cover the last three years of your employment, so if you have had more than 2 jobs in that period, we'll need additional referees. These can be provided on a separate sheet.

Personal Details and Equality Monitoring

Before we shortlist, your personal details and Equal Opportunities Monitoring Form are separated from your application form. This is because we want to make sure that candidates are shortlisted on their knowledge, skills and experience alone.

Closing Date and Shortlisting

The closing date for this post is midday on Monday 20th April We will not be able to accept applications after this time.

The Selection Process

Interviews will be held after Monday 11th May, exact date to be confirmed subject to developments in relation to COVID-19. The assessments will consist of multiple tasks to include as a minimum: Panel interview, Presentation and team exercise.

Applications should be submitted by email to jobs@rhawales.com

Terms & Conditions

Salary:

The salary for this post is £35,000-£38,000 per annum depending on qualification and/or experience.

Pension:

RHA is a member of the Social Housing Pension Scheme, and we offer a Career Average (CARE) defined benefit scheme. Our contribution is 13.4%, and employees contribute between 5% and 8%.

Holiday Entitlement:

25 days per annum rising to 30 days after 5 years' service.

Working Hours:

Our normal working hours are 36.5 per week, however the post holder will be required to work such hours, and at such times as are necessary to carry out their duties.

Probation and Notice Periods:

The probationary period for this post is 6 months and can be extended to 12 months.

During the probationary period, the notice period on either side is 1 week. Upon successful completion of the probationary period, the notice period will be 1 month.

General:

This post will be based at our head offices - Ty Gwyn Newydd, 9 Compton Road, Tonypany CF40 1BE. Travel may be expected across the borough, and elsewhere as necessary.

Our Benefits Package



PERSONAL DEVELOPMENT

- Personal Development Plan
- Full support for professional qualifications relating to your role or development in the Association
- Ongoing support for continued professional development
- Support for you to attend professional seminars and conferences
- Payment of a professional subscription
- Regular performance management sessions
- Annual Away Day

BENEFITS

- Flexible working framework
- 25 days plus statutory holidays (pro rata for part time staff)
- Access to 1/60th CARE pension
Subject to review
- Scheme plus death in service of 3 x Annual Salary
- Occupational Sick Pay scheme that gives up to 6 months full pay
- Permanent Health Insurance (subject to policy requirements)
- Enhanced Maternity Pay
- Paternity Leave that gives up to 2 weeks leave on full pay
- Free, confidential counselling service
- BUPA health checks every 2 years
- Cycle to Work scheme

THE WORKPLACE

- Modern Office environment
- Staff Partnership Group
- Standard week is 36.5 hours
- Annual colleague opinion survey so you can have your say
- Can do culture
- HAPUS - our award-winning health and wellbeing programme
- Opportunity to take part in charity and fun events
- Discounted gym membership
- Staff Social Club & funded Christmas Party

