

ARE YOU
**RESPONSIBLE
HONEST
AMBITIOUS?**

**Health & Safety Business
Partner**

Recruitment Pack

RHA

IMPROVING

OPENNESS
SUPPORT
CULTURE
PROPERTIES
COMMUNITIES
OUR TOWN
HOMES

LIVES

HOUSING
HEALTH
SPACES
WHAT WE DO
FUTURES
INTEGRITY
ASPIRATIONS
SERVICES
PEOPLE
VALUES
WELL-BEING
SKILLS
AUTHENTICITY

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Dear Applicant...

Firstly, thank you for your interest in this exciting role with RHA Wales.

This is an opportunity to join an ambitious organisation which has a strong track record in providing good quality affordable homes and tenant focused services.

RHA Wales is a values based organisation. We have a clear strategic vision underpinned by a culture which promotes respect, openness and integrity. Our colleagues tell us that RHA is a great place to work where you will be supported to reach your potential.

The Health and Safety Business Partner is a key role at RHA. The successful candidate will be an experienced health and safety professional and you will work closely with the Director of Homes and Communities 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.

These are extraordinary times in which we are operating, and the challenges faced during the pandemic have also created opportunities. We've recently launched a new Flexi Employer offer at RHA, and the successful candidate will have the ability to work flexibly and take advantage of our health and wellbeing rewards, making this this a great opportunity for someone who is driven, ambitious and values a good work life balance.

I look forward to hearing from you,

Best Wishes

Luke Takeuchi
Chief Executive
RHA Wales



A Bit About Us

RHA was established in 1979 and has been providing homes and services in Rhondda Cynon Taff for over 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.

We work closely with partners and the local authority to ensure we provide support for preventing homelessness and delivering much needed new homes across the borough. We currently have over 160 new homes in our new build programme.

Operating from our office in Tonypany at the heart of the community, we employ around 80 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.

We encourage innovation and significantly value the contribution of our staff, tenants and volunteers in all that we do.



Values and Behaviours

Everyone at RHA recognises the importance of working as one team and we pride ourselves on our culture and togetherness. We appreciate and value that it's our people who will ensure that we achieve our aspirations.

The way we approach our work is very important to us and we have an agreed set of **Values and Behaviours** for our team. These underpin how we deliver our services and are fundamental to our culture and reputation.

VALUES We act with...



RESPECT

We demonstrate respect for all, treating people equally and demonstrating an inclusive culture throughout the organisation.



TRANSPARENCY

We are open with our customers, our colleagues and our partners. We involve our tenants in key decisions wherever possible and provide up to date accurate information.



INTEGRITY

We aim to deliver to the highest standards possible and do not settle for second best.



OPENNESS

We continually challenge ourselves to do things better, looking outside our business and our sector to learn new ways of working.

BEHAVIOURS We will be...



POSITIVE

We will 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.

About the role

Health and Safety Business Partner

£38k per annum

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

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; 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 midnight on 26 October 2020.

Interviews will take place on the 6th November 2020,

Further details will be provided to shortlisted candidates.

Please ensure you are available on this date before applying.

No agencies please



Job Description

POST:	Health and Safety Business Partner
RESPONSIBLE TO:	Director of Homes and Communities
SALARY:	£38k per annum

Purpose of the Post

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

Key Responsibilities

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 its legal obligations are fulfilled and that it complies with its statutory duties under the Health and Safety at Work act 1974 and the regulations passed under it.
3. 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 Wales.
4. Promote a positive health and safety culture across the Association

Health and 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. Responsible for the creation and reporting of relevant KPIs. 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 incident that falls within the scope of RIDDOR in a timely manner and facilitate any ongoing investigations.

Job Description (continued)

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. Co-ordinate a cyclical compliance programme to ensure regular testing and monitoring in key areas such as legionella, asbestos and electrical safety management, ensuring that any actions identified are completed within agreed time frames.
7. Advise on and assist with the implementation and monitoring of strategic Health & Safety Management systems within the Association.
8. Oversee the arrangements for lone-working within the organisation, implementing and reviewing systems that keep staff safe while working alone in our communities.
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 the Executive Management Team are made aware of any emerging risks in relation to health and safety matters.

Job Description (continued)

Fire Safety Management

1. Manage Fire Safety across the organisation, developing and delivering the Fire Safety Management Policy and Procedures.
2. Conduct and monitor Fire Risk Assessments for our properties.
3. Ensure that all relevant databases are maintained, and that fire information on our properties is readily available and up to date.
4. Keep up to date with emerging legislation and regulation in the area of fire and building safety and advise the Executive Management Team of any required changes in policy and practice.

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, performance monitoring data, notes, newsletters and bulletins as requested for meetings, committees and external agencies.
 2. Travel regularly throughout our operating area and on occasion to areas beyond in a timely fashion.
 3. In line with all Data Protection legislation, adhere to the highest standards of confidentiality and data management, following the Association's processes at all times.
 4. Undertake any other duties commensurate with the position.
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Person Specification

	STANDARD	ASSESSED
EDUCATION/QUALIFICATIONS		
Relevant Health and Safety qualification e.g NEBOSH diploma	Essential	Application
EXPERIENCE		
Extensive recent practical experience working in the health and safety field	Essential	Application and interview
Fire Risk Assessment Training and experience of conducting Fire Risk Assessments	Desirable	Application
Experience of producing health and safety action plans	Essential	Application and interview
Experience of developing and implementing health and safety processes and risk assessments	Essential	Application and interview
Experience of the housing association sector	Desirable	Application and interview
Experience of presenting information to a wide range of people	Essential	Application and interview
Experience of business continuity planning	Desirable	Application and interview
Experience of producing and delivering training in relation to health and safety	Essential	Application and interview
JOB KNOWLEDGE, SKILLS, ABILITIES		
Substantial understanding of health and safety legislation and its practical implementation	Essential	Application and interview
Ability to communicate and work collaboratively with others to resolve issues and achieve goals	Essential	Application and interview
Well-developed written and oral communication skills with the ability to meet the communication needs of different people and groups.	Essential	Application and interview
Ability to research information, review policies and procedures in line with changes in legislation to ensure continuous compliance, improvement and best practice.	Essential	Application and interview

Person Specification (continued)

	STANDARD	ASSESSED
JOB KNOWLEDGE, SKILLS, ABILITIES (Continued)		
Ability to tackle difficult situations with skill and generate appropriate solutions to complex problems for yourself and others.	Essential	Application and interview
Ability to be self-reliant and maintain high standards of work and behaviour even under pressure	Essential	Application and interview
Ability to analyse data to identify trends or risks and propose and champion practical innovative solutions	Essential	Application and interview
Excellent numeracy, literacy and oral skills.	Essential	Application and interview
Ability to manage effective relationships with colleagues, Board members, external agencies, stakeholders and clients.	Essential	Application and interview
A commitment to providing high quality and customer focused services.	Essential	Application and interview
An understanding of and commitment to the Association's Equal Opportunities Policy.	Essential	Application and interview
Computer literate in basic Microsoft packages and ability to comfortably navigate performance information.	Essential	Application and interview
Ability to organise and prioritise work in order to meet deadlines and targets.	Essential	Application and interview
Ability to show initiative and develop ideas.	Essential	Application and interview
PERSONAL		
Possession of a full driving licence and access to a car.	Essential	Application
Acts with integrity at all times and demonstrates the association's values and behaviours.	Essential	Interview

Useful Information



Your Application

Thank you for downloading an application pack for the post of Health and Safety Business Partner. In this pack you'll find 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 midnight on Monday 26th October 2020. We will not be able to accept applications after this time.



The Selection Process

Interviews will be held on the 6th November 2020.

Further details will follow to shortlisted candidates.



Terms & Conditions



Salary:

The salary for this post is £38k per annum.



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 completed years service



Working Hours:

Our normal working hours are 35 per week, worked over a 9 day fortnight, 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



BENEFITS

- 25 days plus statutory holidays (pro rata for part time staff)
- AXA PPP Private Healthcare Insurance for you and your dependents
- Access to 1/60th CARE pension
- Flexible working over a 9 day fortnight
- Death in service of 3 times Annual Salary
- Occupational Sick Pay scheme that gives up to 6 months full pay
- Enhanced Maternity and Paternity pay
- Cycle to Work scheme



THE WORKPLACE

- Agile working environment
- Quarterly RHA Pulse opinion surveys so you can have your say
- Open and Honest culture
- HAPUS – our award-winning health and wellbeing programme
- Opportunity to take part in charity events
- Discounted gym membership
- RHA Sports & Social Club



PERSONAL DEVELOPMENT

- Fully supported performance management framework
- 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

