# Hosting Proforma

Northern Ireland Housing Executive

Name of Host

Organisation

**1. Interchange Manager’s details**

Karen Cunningham

Name

Organisation/

Compliance/Health & Safety

Department

Asset Management

1st Floor

9 Lanyon Place

Belfast

BT1 3LP

Address

028 9598 2226

Telephone Fax number

Number

karen.cunningham@nihe.gov.uk

E-mail

Type of Opportunity

**Health & Safety Manager** Initial six month secondment may be extended

**2. Details of hosting opportunity**

Description of opportunity

|  |
| --- |
| Level 8 **Health & Safety Manager** reporting to the Assistant Director, Compliance/Health & Safety.  This position is within the Asset Management Department within the Northern Ireland Housing Executive based in 9 Lanyon Place, Belfast.  It involves travel to represent the Northern Ireland Housing Executive at Planning Meetings (held throughout Northern Ireland); travel to Regional Hubs in Ballymena and Craigavon where the Construction Health & Safety Teams are based and liaison with external agencies in the event of an emergency event affecting any of the Northern Ireland Housing Executive property tenures.  You will be directly responsible for four Assistant Health & Safety Managers;   * Emergency Planning, Policies and Training * Corporate Health & Safety (manages Health & Safety Advisors and one Graduate Trainee) * Construction Health & Safety (manages nine staff) * DLO – Directly employed labour (manages one member of staff)   2019/20 Work Plans for each section and performance/development plans have been devised for each person.  The wider Compliance/Health & Safety Department consists of three Level 8 staff reporting to the Assistant Director;   * Health & Safety Manager * Compliance Manager * Inspection and Risk Manager (Risk Registers, Inspections & Audits, Freedom of Information Requests and Administration Support) |

Main objectives of the opportunity

|  |
| --- |
| To provide temporary cover for long term absence for an initial six month period. This may be extended.  To ensure compliance with the relevant Health & Safety Legislative requirements relevant to work activities associated with the Northern Ireland Housing Executive.  To ensure the continued delivery of the Compliance/Health & Safety Work Plans relating to the Emergency Planning, Corporate and Construction Health & Safety.  To liaise with Internal Auditors, DfC, Technical Inspection Unit, HSENI and External Agencies, as required.  To provide monthly assurance on Performance, Internal/External Provision, Key Performance Indicators, Site Inspections, progress on investigations and Action Plans.  To provide quarterly reports to Health & Safety Committees.  **A full Job Description is at Annex A**. |

**3. Skills requirements**

What qualities, skills and experience is required from the individual

|  |
| --- |
| Qualifications/Experience   * NEBOSH Diploma or equivalent * 5 years’ post qualification experience with 3 years at Senior Level * Staff Management experience * Chartered Membership of IOSH * Experience in applying Health & Safety Legislation in particularly Construction, Design and Management (CDM) * Experience of Emergency Planning   Qualities   * Strong confidential leadership * A desire to strive for excellence * Constantly learning, developing and innovating professional approach which involves identifying new creative ways to do things * A desire to build strong partnerships * Inspiring others by coaching and monitoring. |

**4. Personnel: Please state below**

Who will the individual report to?

|  |
| --- |
| Karen Cunningham, Assistant Director Compliance/Health & Safety |

Who will be the individual’s line manager and/or reporting officer?

|  |
| --- |
| Karen Cunningham, Assistant Director Compliance/Health & Safety |

**5. Transfer of learning**

Please give details of how the Opportunity will benefit your organisation, the

individual and their organisation.

|  |
| --- |
| Northern Ireland Housing Executive   * Provide leadership and direction to the Corporate and Construction Health & Safety Teams * Ensure delivery of the Work Plans, Risk Register Actions, KPI’s, Audit Recommendations, Training and Policy Development/Review Programme * Represent the Emergency Planning, Corporate and Construction Teams and meetings, committees and external organisations * Benefit from shared skills, knowledge, new ideas and approaches.   Individual/their organisation   * Opportunity to enhance staff management skills and gain experience in a large multi-site regional organisation * Experience in managing Health & Safety issues associated with Social Housing throughout Northern Ireland * Opportunity to work as part of a large Compliance/Health & Safety Department * Experience the Northern Ireland Housing Executive’s extensive Compliance/Health & Safety staff training programmes, Policy Development/Review Processes, Internal Audit processes and Emergency Planning Procedures. |

**6. Logistics**

Please provide details of the likely start date, duration, location, form of transport required, resources (i.e.; desk, PC, etc.) and funding arrangements for the opportunity.

|  |
| --- |
| **Start Date**: As soon as a suitable candidate has been identified and a release date has been agreed.  The preferred start date is on or before 14 October **or** after 11 November 2019.  **Duration**: Initially 6 months  **Location**: 9 Lanyon Place, Belfast, BT1 3LP  **Resources**: Equipment provided including laptop and mobile phone  **Funding**: SCP 44-56 £39,961-£52,454 (under review)  **Further information**: For further information about the post please contact Karen Cunningham, Assistant Director Compliance/Health & Safety by email at: [karen.cunningham@nihe.gov.uk](mailto:karen.cunningham@nihe.gov.uk)  **Closing Date:** Applications must be submitted by 5.00pm on Friday 13 September 2019 to**:**  **For NI Civil Service departmental staff only:** [**secondments@hrconnect.nigov.net**](mailto:secondments@hrconnect.nigov.net)  **For staff from all other Partner organisations:** [**interchangesecretariat@finance-ni.gov.uk**](mailto:interchangesecretariat@finance-ni.gov.uk) |

**7. Endorsement**

**Interchange Manager**

|  |
| --- |
| **Katie Dowds** |

**Signed:**

|  |
| --- |
| **21/08/19** |

**Date:**

**Annex A**

**Job Description**

## TITLE:                                            HEALTH & SAFETY MANAGER

## GRADE:                                         Level 8

## RESPONSIBLE TO:                      Assistant Director, Compliance/Health & Safety

**JOB PURPOSE:**                            To be responsible for providing strategic and dynamic leadership for Health & Safety across all areas of the Northern Ireland Housing Executive. To develop and implement Health & Safety best practice across the Northern Ireland Housing Executive, ensuring it complies with all current Health & Safety legislation including Acts, Regulations, ACoP’s and official guidance and standards.

Working with all Directors and Managers, to establish and maintain a programme of continual improvement in the management of Health & Safety within their areas of responsibility.

To provide clear leadership for the development of a safe environment for colleagues and visitors.

The post holder will also be responsible for the management of the NIHE’s emergency planning function.

## DUTIES AND RESPONSIBILITIES:

## Health & Safety

1. To develop all aspects of NHIE’s Health & Safety Policy and activity and ensure it is implemented across the NIHE.
2. To monitor, evaluate and review existing, new and upcoming Health & Safety legislation and ensure the NIHE has systems & practice in place to meet compliance.
3. To continually assess the status of Health & Safety within the NIHE, identify areas for improvement and develop new polices and systems of work to address these.
4. Ensure that rigorous risk assessment and incident management systems are in place for all NIHE work activities, to undertake risk assessment processes to identify hazards and to ensure that appropriate control measures are in place.
5. To co-ordinate training for the appointment of Risk Assessors throughout the organisation and to continue to provide support and guidance on risk assessments of the organisations work activities.
6. Maintain an incident database and prepare reports for Corporate and Senior Management Health and Safety Committees and Programme Review Group, using statistical and other analytical tools.  Inform the Health and Safety Executive (HSE) of incidents under RIDDOR that require notification.
7. To identify employee Compliance/Health & Safety training needs and develop systems to ensure this training is continually updated and addressed.
8. To co-ordinate the delivery of the required Compliance/Health & Safety training directly or to source training providers as appropriate.
9. To be a source of competent advice and to ensure the continuing professional development of the Corporate/Construction Health & Safety teams.
10. To educate and inform the senior management team with regards to leading safety to ensure they are aware of their Health & Safety responsibilities and the consequences of not managing effectively.
11. To work with different divisions to ensure Health & Safety standards are appropriately implemented in line with statutory requirements.

**Emergency Planning**

1. To proactively develop and improve existing and new emergency planning work with service areas and other external agencies, to identify, develop and implement new legislation, official guidance, procedures and best practice.
2. To develop, prepare and deliver emergency planning training, where necessary to NIHE staff and other appropriate agencies.
3. To give an operational lead to the NIHE Chief Executive, their core management team and certain other organisations during major emergencies to enable effective implementation of emergency plans and a coordinated response.
4. To represent the NIHE at Officer level on working parties and make presentations on emergency planning as required.
5. To co-ordinate the NIHE response to an emergency and to co-ordinate with other agencies, as necessary.
6. Direct implementation of service area Business Continuity Plans designed to enable critical services to continue at times of disruption or emergency.
7. To develop and maintain an accurate and current contacts and resources database to provide valid information in emergency situations.
8. To maintain knowledge of current emergency planning, business continuity and risk management legislations, policies, procedures and guidelines.
9. Undertake regular live testing of the plan and provide a written report on the outcomes of the test along with any recommendations.

**Performance Management and Reporting**

1. To manage, motivate and develop staff through using leadership, mentoring and coaching skills, to achieve business objectives, providing line management ensuring it operates efficiently and effectively, recognising best practice and is well motivated and trained to deliver an excellent service.
2. Undertake staff appraisals, providing guidance on personal development needs, advising on and initiating development/ training opportunities.
3. Hold regular team meetings and ensure appropriate minutes are kept and distributed accordingly.
4. Maintain the Corporate, Construction and Emergency Planning Risk Registers in accordance with the Risk Management Policy.
5. Reporting on progress ~~of~~ Internal/External staff training programmes.
6. To ensure that the team is properly resourced and managed.
7. To ensure all activities are undertaken in accordance with the NIHE’s standing orders.
8. To report on the performance of the KPI’s for the Corporate and Construction Health & Safety Teams.
9. To collate and report monthly performance monitoring statistics from the regions detailing performance and  data and other information as required as required for the Asset Management Performance Review Group
10. Engage in benchmarking in and outside the sector to ensure NIHE are following best practice in asset management.
11. To ensure all paperwork in relation to the service is processed in a timely and effective manner ensuring information entered on the relevant IT system is accurate to enable effective performance monitoring.

## General Management Responsibilities

1. To understand and comply with the NIHE’s Equal Opportunities and Environmental Policies.
2. Contribute to the composition of the Corporate Strategy and work to achieve the NIHE’s strategic objectives in accordance with the Corporate Plan.
3. Contribute to the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures.
4. Evaluate systems and procedures to ensure a quality service is provided that will meet the needs of a growing organisation.
5. Promote and represent the NIHE and its interests with relevant outside bodies including attendance at meetings, seminars and conferences to seek to extend links with all appropriate bodies.
6. Participate on working groups and committees as required.
7. Provide advice where appropriate.
8. Monitor and manage complaints resolving issues and highlighting trends where evident.
9. Be responsible for establishing a pro-active approach to the management of health, safety and welfare in accordance with the NIHE’s Health & Safety policy and to encourage a positive team culture for addressing health and safety issues to ensure the safety and well-being of everyone.
10. Comply with the requirements of the Data Protection, Equal Opportunities and Equality Legislation.
11. Ensure compliance with all Human Resources related policies and procedures.
12. Undertake other occasional duties which are consistent with the responsibilities of the post.

**NIHE requires managers to ensure maximum flexibility in undertaking their responsibilities.  This includes assisting in the management of other teams within the Directorate as and when required. This job description is not definitive or restrictive and will be subject to periodic review in the light of developments.**

**Requirements:**

**Essential Qualification Criteria:**

* Candidates must hold a NEBOSH Diploma or equivalent with five years relevant post qualification experience with a minimum of three years at a senior level.

**For the purposes of shortlisting,** experience at a senior level requires candidates to demonstrate experience of managing staff and resources (relevant to their area of work) and reporting directly to a Board, Chief Executive and/or Senior Management Team on various aspects pertaining to their role and area of responsibility.

* Applicants musthave Chartered membership of IOSH

**Relevant Experience:**

**For the purposes of shortlisting, applicants must demonstrate their relevant experience for the number of years required, in all of the specific areas set out below:**

* Applied knowledge in interpreting and implementing Health & Safety legislative requirements.
* Experience of leading the development, management, maintenance of a Safety Management System
* Development and implementation of H&S policies, processes and procedures.
* Leading, managing developing and motivating staff at all levels within a changing environment
* The collection, analysis and reporting of data against statutory and legislative requirements
* Experience of dealing with senior management teams on health & safety matters.
* Experience of emergency planning and disaster recovery.
* Interpretation and application of H&S Statutory Regulations Guidance, and CDM compliance within a construction environment