

| Job Description |
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| <p>Job Title</p> <p>Health and Safety Lead (N. Ireland)</p> |
| <p>Introduction</p> <p>Autism Initiatives Northern Ireland is an autism specialist charity providing services to people with autism and their families across Northern Ireland. The charity contracts with Health Trusts to provide such services, principally supported living and domiciliary care.</p> <p>Autism Initiatives Northern Ireland is part of the Autism Initiatives Group which provides services to people with autism across the UK, Ireland and the Isle of Man. All staff are expected to:</p> <ul style="list-style-type: none"> • Work in the context of Autism Initiatives' Vision, Mission and Philosophy. • Recognise the positive abilities of service users and support our shared belief in lifelong learning. • Adhere to the Company's Code of Conduct and show a high degree of professionalism. |
| <p>Location</p> <p>Autism Initiatives, Offices 1 & 2, Linden House, Beechill Business Park, 96 Beechill Road, Newtownbreda Belfast, BT8 7QN (The post holder will be required to travel regionally to meet the requirements of the post).</p> |
| <p>Line Manager</p> <p>The Health and Safety Lead will report to the Group Health and Safety Manager.</p> |
| <p>Hours</p> <p>Part Time – 20 hrs per week (worked flexibly to meet the requirements of the post).</p> |
| <p>Role Purpose</p> <p>To support the H&S Manager with corporate and local Health and Safety issues. To monitor compliance standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety within are adhered to. To offer resolutions to differing situations involving landlords, contractors, service users and premises main occupiers.</p> |
| <p>Role responsibilities</p> <ul style="list-style-type: none"> - Be the first point of contact for all H&S advice, queries. - Apply knowledge of Regional H&S legislation, 'risk assessment', active (inspection |

and audit) and reactive (accident investigation) monitoring.

- Seek resolution at a local level with colleagues and third parties (contacting the Group H&S Manager should only be undertaken when a matter is considered too urgent to wait for the monthly H&S Progress meeting/discussion).
- Ensure that the Health & Safety and Fire Safety Policies, and Corporate Procedures are being adhered to across AI's professional services.
- Ensuring, along with the local Responsible Persons, that Actions outlined in Fire Risk Assessments are being undertaken.
- Ensure the completion and regular review of risk assessments (COSHH, Lone Working, Manual Handling, and Work at Height, for examples) is being undertaken to a high standard, where required.
- Ensure that all accidents are effectively and efficiently recorded and reported to a high standard, and undertake investigations where and when required.
- Check Health and Safety Plans/Risk Assessments which Contractors present to AI, and report on their validity, or shortfall, prior to their attempts at appointment for projects, schematic or other type of work contract.
- Ensure that the local prevention management of legionella is being undertaken to a high standard across AI's professional services.
- Ensure that Asbestos Survey information is communicated by Local Managers to Contractors where required, and have a working knowledge and understanding of asbestos.
- Ensure that local Stay Safe Folders are being managed to a high standard.
- Manage Regional consultation on H&S.
- Report to the Group H&S Manager on a monthly basis.
- Assist in the recruitment and management of contractors who work on or in our premises.
- Identify training requirements, and work closely with Learning and Development (L&D) in the development and/or delivery of suitable training.
- Keep up to date with all aspects of relevant Health, Safety & Welfare at work legislation.

The Health & Safety Lead will also undertake any other task, or work which arises within the scope of the role in order to meet the needs of the service, in keeping with regulatory and legislative requirements.

Duties will at all times be undertaken in compliance with AI's policies and procedures, including Health and Safety.

This job description is neither exhaustive nor exclusive and may be reviewed in the future depending upon operational requirements and staffing levels.

August 2022

Person Specification

Job Title: Health & Safety Lead (N. Ireland)

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| Qualifications | Essential <ul style="list-style-type: none">- NEBOSH (General Certificate) qualified, or working towards NEBOSH Certificate accreditation (with completion date confirmed). |
| Experience, skills and Competences | Essential <ul style="list-style-type: none">- Minimum of two years' experience working within a similar role undertaking duties related to Health & Safety practices and legislation and compliance.- A good working knowledge of best practice in Health & Safety legislation and compliance, including the provision of H&S advice to Managers, in relation to accident/incident reporting/investigating.- A solution orientated mind-set and a drive to introduce improvements to processes.- Excellent interpersonal skills with the ability to work in, and adapt to a rapidly changing environment.- Ability to work co-operatively with others to complete tasks and implement process improvements.- Proficient in Microsoft Office packages, numeric skills and excellent verbal and written communication.- Full UK driving licence with access to a vehicle and business insurance. |
| | Desirable <ul style="list-style-type: none">- Experience in Fire Risk Assessment.- Gathering, analysing and reporting on key Health & Safety data/statistics. |

Terms and Conditions

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| Post: | Health and Safety Lead, Belfast (N. Ireland) |
| Hours: | 20 hours per week, Permanent |
| Work Time: | Monday – Friday, flexibility required to meet the needs of the services |
| Salary: | £15,000 per annum |
| Leave: | 23 Days Annual Leave per year pro rata |
| Bank Holidays: | 10 Days per year pro rata |
| Probation: | 6 Months, 12 week assessment process. |
| Occupational Health Benefit: | The organisation operates an Occupation Health Benefit scheme. |
| Pension: | Auto Enrolment. |
| Equal Opportunities: | Autism Initiatives is committed to equal opportunities and as such welcomes applications from all sections of the community. |