

JOB DESCRIPTION

Post Title: Health & Safety and Facilities Officer

Reporting Line: Central Operations Manager

Summary of post: To provide effective health & safety and facilities support across the organisation to ensure a safe, secure environment for staff, volunteers, clients and visitors.
Working collaboratively across all areas of the organisation.

Hours of Work: 20 hours per week (across 3 or 4 days)

Location: Leamington Office (with extensive travel to sites across Coventry and Warwickshire)

Duties and responsibilities:

1. Support with the health and safety and facilities audits across the organisation's office buildings and activity centres.
2. Coordinate audit returns from all premises, including from the retail premises. Capturing, implementing and where necessary delegating actions from the audits.
3. Schedule and record maintenance and service provision for buildings and equipment, such as fire systems and lift maintenance.
4. Review risk assessments across the organisation working with external H&S contractor where necessary.
5. Ensure risk assessment records are updated and the actions identified as necessary to mitigate risks, are captured and delegated appropriately.
6. Manage and procure contracts for facilities ensuring where possible, efficiencies are identified.
7. Be first point of call for repairs and maintenance at the activity centres, working closely with the caretaker and volunteers who support these sites.
8. Liaise with the office support admin team who support with arranging maintenance, repairs, cleaning, etc. across all sites.
9. Support with the development of standards/policies and procedures in relation to properties and facilities management and support managers to ensure that

the policies are effectively communicated, implemented and regularly reviewed to reflect legislative requirements and best practice.

10. Ensure clear and accurate records are maintained for all premises owned or leased by AUKCW.
11. Attend and report into the H&S/Facilities committee meetings with collated actions from premises audit returns and risk assessments.
12. Support with the development and implement a planned maintenance programme for all the organisations owned and rented properties.
13. To collate and record accident, incident & near miss information from all areas of the organisation, ensuring further investigation is carried out, where necessary. Identify and report any trends or concerns identified in the reports.
14. Ensure all records are clear and kept up to date to enable information to be fed into management and trustee board reports
15. To adhere to all relevant organisaiton policy with particular reference to health and safety, GDPR and confidentiality
16. To comply with all relevant legislation
17. To portray a positive image of the organisation both internally and externally
18. To undertake such other duties as may be reasonably required, consistent with the nature and grade of the post.

All staff have an individual responsibility to comply with the organisation's policies and practices.

This job description will be reviewed annually in line with appraisals.

Employee Signature: Date:

Please print name:

Person Specification: H&S and Facilities Officer

	Essential	Desirable	Tested At
Qualifications			
Health and Safety qualification such as IOSH or equivalent level	✓		A
Knowledge and Experience			
Knowledge of Health & Safety legislation	✓		A/I
Experience of producing risk assessments.	✓		A/I
Experience working in a busy environment across multiple sites.		✓	A/I
Skills and Abilities			
Good IT skills including Microsoft Office, particularly Outlook, Word and basic Excel	✓		A/I
Excellent written and verbal communication skills	✓		A/I
Ability to listen and interpret information	✓		A/I
Ability to manage an ever-changing workload and competing priorities	✓		A/I
An ability to carry out tasks in an organised, efficient and methodical manner	✓		A/I
Personal Qualities			
Driving License and access to vehicle for work purposes	✓		A
Excellent attention to detail	✓		A/I
Team Focused Approach	✓		A/I
Self-Motivated	✓		I
Excellent interpersonal skills	✓		I
Flexible approach	✓		I