



Creative Support Ltd, Head Office
 Wellington House Tel: 0161 236 0829
 131 Wellington Road www.creativesupport.co.uk
 Stockport, SK1 3TS recruitment@creativesupport.co.uk

Health and Safety Advisor **Reference: 80950**
Health and Safety Department, Head Office, Stockport Town Centre

Thank you for your interest in the above post, please find the specific role requirements and duties for this post detailed within this document. When completing the application form you may submit additional documentation however we cannot accept a CV as a completed application.

Closing Date: 16 January 2025

Once you have submitted your application form allow *7 working days* after the closing date for a response. Please return the application form by email to recruitment@creativesupport.co.uk or by post to Recruitment, Creative Support, Head Office, Wellington House, 131 Wellington Road, Stockport, SK1 3TS.

We are very much looking forward to receiving a completed application from you.

Yours faithfully

Recruitment Department



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JOB DESCRIPTION – HEALTH AND SAFETY ADVISOR
Health and Safety Department, Head Office, Stockport

Responsible To: Health and Safety Manager

Hours: Full time: 37.5 hours or Part time (minimum 22.5 hours)

Overview of Role and Responsibilities

The post-holder will work as part of the Health & Safety Team to develop Creative Support’s health and safety and risk management policies, procedures and systems as detailed below;

Main Duties/Responsibilities:

1. To carry out health and safety inspections on a rolling programme and as required.
2. To produce written reports of inspections carried out and to ensure that all requirements and recommendations are followed up within the agreed timescales.
3. To deliver staff induction, training and other programmes relating to health and safety.
4. To provide practical health and safety advice and assistance as required including risk assessments.
5. To actively monitor the safety procedures of Creative Support’s Maintenance team, including site inspections.
6. To contribute to local and corporate business continuity plans.
7. To carry out specific risk assessments and risk management plans in collaboration with colleagues.
8. To contribute to the development of Creative Support’s Health and Safety Management System.
9. To assist in the legionella and asbestos management of Creative Support’s housing stock.
10. To play a role in fire safety management across the organisation. You’ll need to have a relevant Fire Safety qualification or be willing to work towards achieving this qualification.
11. To investigate and respond proactively to health and safety concerns and incidents and to ensure that lessons are learned and that recommendations are made and implemented following such investigations.
12. To assist in the management of Creative Support’s organisational insurance and manage liability claims.

Other Responsibilities:

13. To engage in regular supervision with the identified line manager and to produce verbal and written progress reports relating to areas of responsibility.
14. To carry out all work undertaken in a positive and diligent manner, which reflects the aims and philosophy of Creative Support.

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15. To respond positively to all reasonable requests for advice and assistance.
16. To maintain confidentiality at all times in accordance with to Creative Supports Policy and the framework of the Data Protection Act.
17. To maintain up to date professional knowledge and skill through reading, research and ongoing professional training.
18. To observe company policies, procedures and guidelines for good practice.
19. Any other duties as required.

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PERSON SPECIFICATION – HEALTH AND SAFETY ADVISOR

Health and Safety Department, Head Office, Stockport

| | QUALIFICATIONS & QUALITIES REQUIRED | How Assessed | Essential/ Desirable |
|----|---|-------------------------|-----------------------------|
| 1 | Good written and verbal communication including the ability to write health and safety reports to tight timescales | Application & Interview | Essential |
| 2 | Ability to organise and prioritise a busy workload and to meet agreed deadlines | Application & Interview | Essential |
| 3 | Ability to use initiative, problem solve, resilience and respond proactively to issues and concerns. | Interview | Essential |
| 4 | Good IT and data management skills | Application & Interview | Essential |
| 5 | Clear and confident presentation skills | Interview | Essential |
| 6 | Excellent customer care skills | Application & Interview | Essential |
| 7 | The ability to influence at all levels of the organisation | Application & Interview | Essential |
| 8 | Relevant health and safety experience, including training delivery | Application & Interview | Essential |
| 9 | NEBOSH General Certificate in Health and Safety or equivalent. | Application | Desirable |
| 10 | The ability to interact positively and respectfully with our service users and stakeholders | Interview | Essential |
| 11 | Ability to contribute constructively to a team approach | Interview | Essential |
| 12 | Must be resilient, practical and have a resourceful approach | Interview | Essential |
| 13 | Ability to identify own training needs and to respond positively to all opportunity for continuous professional development | Interview | Essential |
| 14 | A commitment to Equal Opportunities and the person centred philosophy of Creative Support | Interview | Essential |
| 15 | A willingness to be flexible and to travel to Creative Support services across the country according to the needs of the service. | Interview | Essential |
| 16 | Car driver | Application | Desirable |

TERMS AND CONDITIONS – HEALTH AND SAFETY ADVISOR

Health and Safety Department, Head Office, Stockport

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|---|--------------------------------|-------------------|
| Salary: | Up to £27,000 per annum | |
| | Point One: | £24,480 per annum |
| | Point Two: | £25,701 per annum |
| | Point Three: | £27,000 per annum |
| Please Note: <i>Our pay date is the 15th of each month (or the Friday before if this falls on a Saturday or Sunday). You will be paid in arrears for the previous 4/5 weeks, dependent on your starting date within the month. Starting pay points are allocated upon commencing the role based on criteria inclusive of experience, current specialism, salary and qualifications – Payscale will be reviewed to reflect the 01 April minimum wage increase</i> | | |

Hours of Work:

Full time hours: 37.5 per week; Monday to Friday – Part time minimum of 22.5 hours per week. Normal hours of work are 9am till 5pm but expected to be worked flexibly dependent upon the requirements of the organisation and the department.

Probationary Period:

The first four months will constitute a probationary period. When this is successfully completed, employment will be confirmed. Your performance during probationary period will be assessed against the job description, person specification and competency framework of this role.

Probationary Bonus:

After the probationary period has been satisfactorily completed your further employment will be confirmed. Upon successful completion of your probationary period you will be entitled to a one off £100 bonus pro rata (subject to tax), providing all induction processes have been completed satisfactorily and upon completion and submission of your end of probationary review paperwork.

Holidays:

25 days plus 8 statutory days pro rata.

Birthday Holiday Bonus:

One additional day (pro rata for part time employees) annual leave to be taken two weeks either side of your birth date. If you do not take this additional day within that period you will lose this entitlement for that year. Staff who are on maternity, paternity, adoption and sick leave at the time of their birthday will be entitled to take this additional leave upon their return to work.

Disclosure Checks:

All appointments will be subject to DBS enhanced disclosure and ISA checks.

Sickness Policy:

Creative Support operates a discretionary company sick pay benefit scheme which is for the purposes of preventing hardship during times of serious illness. The eligibility criteria and conditions for payment of Company Sick Pay (inclusive of SSP) are shown in the Employee Handbook. You may be eligible for Company Sick Pay benefits subject to compliance with these criteria as follows:-

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- Creative Support do not pay for the first three days of **any** sickness absence.
- First twelve months service - Not eligible for Company Sick Pay though you may be entitled to SSP.
- Twelve months to twenty four months service - Up to a maximum of four weeks at full pay.
- Twenty four months plus service - Up to a maximum of eight weeks at full pay followed by four weeks at half pay.

Pension:

Creative Support operates an auto-enrolment pension scheme with the People’s Pension.

Life Assurance:

Currently set at two times basic annual salary. Staff become members of a non-contributory group life assurance scheme after six months of employment. This scheme provides a death in service benefit of two times annual salary. Participation in this scheme is subject to the rules of the scheme as amended from time to time. We reserve the right to discontinue, vary or amend the life assurance scheme at any time on reasonable notice to you.

Discretionary Benefits:

Creative Support offers discretionary benefits in addition to statutory benefits. These include:

- Paid paternity leave
- Enhanced maternity leave
- Compassionate leave
- Carer’s leave up to 5 days per annum

Employee Assistance Service:

This is currently administered by Health Assured. This is a completely free service, offering valuable advice on benefits, financial matters, consumer advice, health and legal issues. There is also a free counselling service which is accessible 24 hours a day, 7 days a week. Anything discussed with Health Assured is completely confidential and will not be shared with Creative Support.

Hospital Saturday Fund:

An easy and affordable way to help you spread the cost of healthcare such as dental, optical & physiotherapy.

Annual Rail Ticket:

Discounted annual rail season ticket plans available to employees through Northern Rail.

Payroll Giving:

Administered by Charities Trust: A tax efficient way of donating from your pay on a regular basis to any registered charities.

WeCare Staff Awards:

Recognising dedicated staff across the organisation with standard, silver and gold awards given out every 2 months.

Networks:

The EDI Network and the LGBTQ+ Network are available to all our employees. The EDI Network advocates for our staff of colour whilst providing support and resources for employees who may

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face challenges related to diversity and inclusion. The LGBTQ+ Network promotes visibility and representation of LGBTQ+ individuals within the company.

Your Rewards:

Employee benefits and discount vouchers available through the Your Rewards website.

Long service: Awarded in the December following your 10, 15, 20 and 25 year anniversary of your continuous service date with the organisation.

Retirement Awards:

£100 bonus should you choose to retire whilst employed by Creative Support. Eligible for all permanent contracted employees with at least two years continuous service.

Refer a Friend Scheme:

Staff who successfully refer a friend to Creative Support's employment can claim £100 worth of vouchers when their friend starts and another set of £100 worth of vouchers when their friend passes the End of Probationary Review after four months of employment.

Welcome Back Grant:

£200 worth of vouchers for employees who return to the organisation who have at least six months between resigning from their original post and taking up their new role.

Uniform:

If applicable for your service you will be provided with a uniform. The amount of uniforms that are provided will be dependent on your hours worked.

Company Mobile Phone and Laptop:

If applicable to your job role the provision of a mobile smart phone, laptop and a 3G/4G dongle may be provided. Please note the employee will be liable for any damage or theft of these devices.

Travel Expenses:

These will be paid in accordance with the organisation Travel Expenses policy, please contact the HR Department for a copy of this.

Lease Cars/Car Allowance:

A mileage allowance is payable for the use of employee's car on organisation business. The organisation will reimburse your costs incurred on organisation business on a monthly business upon receipt of authorised claim forms. If you use a car on organisation business you will be required to have business use insurance. An employee's certificate of insurance must be made available for inspection on commencing employment.

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