

JOB DESCRIPTION

JOB TITLE: Health, Safety and Compliance Officer

DATE : August 2024

OVERALL PURPOSE OF THE JOB

To support the Estates and Facilities Manager with the running of the Trust's owned estate including commercial residential properties and commercial property holdings, Visitor Centres and Trust Headquarters, including the Reception function.

Play a key role in the effective management of the Trust's health and safety, compliance and accident reporting systems and the communication and distribution of health and safety information to staff.

To administer and support the maintenance of the Trust's leased and owned vehicle fleet, including the Trusts electric vehicle fleet and electric charging points.

To assist the Estates and Facilities Manager to ensure that the necessary insurance requirements are in place for the Trust and its subsidiaries, including claims management as and when they arise.

REPORTING TO

Estates and Facilities Manager

REPORTING TO JOB HOLDER

Occasional assistance from other staff and volunteers

OTHER WORKING RELATIONSHIPS

Within the organisation

Estates and Facilities team members, HQ staff, Visitor Centre and Reserves Managers and staff.

Outside the organisation;

Contractors, suppliers, company representatives, insurance brokers.

MAIN DUTIES

1. Provide support and administrative assistance to the Estates and Facilities Manager to ensure the running of the Trusts owned Estate, to include servicing and maintenance, cleaning and waste contracts, liaising with contractors and the oversight of processes relating to the ordering of supplies.
2. To undertake site visits at the Trusts commercial properties such as warden and private living accommodation, Visitor Centres, office spaces and welfare facilities to complete yearly landlord/asset/fire safety checks. Administer and record findings from yearly compliance checks, including actioning the timely completion of improvements or repair works resulting from inspection.

3. Play a key leading role during the phased implementation of the Trusts new Asset Management System and to be a system administrator for the platform after implementation.
4. Maintenance of the Trusts Asset Management System, ensuring all data remains up to date and accurate. Ensure the Trust meets its compliance requirements through routine inspection, servicing and maintenance.
5. Be responsible for the organisation of routine servicing such as boilers, bore holes, solar PV, fire alarms, fire extinguishers, emergency lights, security alarms and any other servicing requirements detailed in the Trusts Asset Management System.
6. Assist with the sustainable procurement of new contracts relating to supplies, utilities and fleet, across the Trust, liaising with contractors and ordering supplies.
7. Provide HQ cover as required, such as for sickness, holidays and ad hoc work, in respect of the reception function provided by the Estates and Facilities Team.
8. Administrative management of the Trust's vehicle fleet (including the HQ pool vehicles). To include lease contract administration, arranging servicing and MOT's, MOT and service reminders and monitoring for the entire fleet. Breakdown cover provision, road tax payments, fuel card administration and maintaining the vehicle database.
9. Administer the Trusts annual marine moorings on its Broads, including bank, reedbed and swing moorings and the issuing of yearly licences and mooring fee invoices to vessel owners. Organise the Trusts annual boat licence fees for all Trust vessels during the insurance renewal process.
10. Raise purchase orders for the procurement of products and services and raise sales invoices for services provided, including annual mooring fees and lease/rental payments for our tenanted land and buildings.
11. Working with the Estates and Facilities Manager and other staff to ensure that all risk assessments, method statements/guidance notes, framework documents and procedures related to Health and Safety are properly maintained and implemented.
12. Provide administrative support to the Trusts Health and Safety Working Group, including minute taking, action table recording, collation of information and drafting of reports.
13. Organise the supply of display screen equipment (DSE) and workstation furniture as identified through employee DSE and Workstation Assessments.
14. Support the management of health and safety accident investigation and reporting processes. Administer and report serious workplace accidents, occupational diseases and specified dangerous occurrences (RIDDOR). To escalate any serious incidents for wider reporting to the Estates and Facilities Manager.
15. Assist the Estates and Facilities Manager to co-ordinate the Trust's insurance requirements, including the maintenance of insurance information and schedules and liaising with insurance brokers as required. Manage insurance claims as and when they arise. Assisting with the yearly insurance renewal process.

16. Carry out weekly fire alarm testing at the Trust's HQ. To support the delivery of other health and safety procedures such as smoke and carbon monoxide alarms and legionella checks and to act as a Fire Marshal and First Aider for HQ.
17. To provide carbon auditing data to support the Trusts sustainability reporting.
18. Look at new ways to reduce the Trusts carbon footprint in the activities we undertake, with a focus on carbon efficient ways of working, procuring and operating.
19. Assist with new employee induction when required, which may include provision of keys (when necessary), fire safety and building safety briefings.
20. Manage the Trusts ID badge production, assignment and administration
21. To undertake any other ad hoc duties and tasks identified as within the remit of the role, and as directed by the Estates and Facilities Manager.

OTHER DUTIES

Work with other staff to ensure common standards and procedures are being developed and maintained. Maintain and develop a positive working relationship with the Estates and Facilities Administrator and Multi Skilled Maintenance Operative as well as other teams within the Support Services Directorate.

ESSENTIAL REQUIREMENTS

- IOSH Managing Safely or relevant health and safety qualification
- Experience of managing fire safety, legionella risk and other key compliances
- A good understanding of estates, facilities, building safety and contract management
- Experience in writing and reviewing risk assessments and method statements/guidance documents and auditing safe working practice
- Experience in data management, interpretation and entry
- Strong IT skills, especially in the use of Microsoft Word, Excel & Outlook
- Excellent organisational ability and time management skills
- Good oral communication & written communication skills
- Attention to detail and deadlines balanced with a high work rate
- Ability to juggle multiple tasks and prioritise workload
- A strong team player
- Assertive
- Good numeracy skills
- Able to deal with sensitive and confidential issues with tact and diplomacy, particularly in relation to Health & Safety issues

- Clear understanding and experience of carbon reduction and environmental sustainability
- Willingness to work outside normal office hours on occasions, for which reasonable time off in lieu will be given
- Current driving licence in order to carry out site visits, move vehicles for servicing etc.
- A clear interest in nature, wildlife, wildlife conservation and the work of the Trust.

DESIRABLE REQUIREMENTS

- Experience of carbon accounting and auditing
- Experience of using a Finance system and raising purchase orders and sales invoices
- Experience of renewable energy and associated infrastructure
- Experience of using an Asset Management System
- Asbestos Awareness training
- Legionella Awareness Training
- Qualified First Aider
- Fire Warden/Marshal trained
- Working towards membership of the Institute of Workplace and Facilities Management
- Relevant facilities or contract management qualification
- Experience of fleet management
- Experience of dealing with commercial insurance claims and renewals
- Experience and knowledge of CDM Regulations and Building Safety Act 2022
- Experience of administering and interpreting leasehold agreements, both commercial and residential.

LIMITS OF AUTHORITY

- Authorise expenditure within agreed limits and agreed budgets.
- Take day to day decisions on priorities within agreed work programme

HEALTH AND SAFETY

- Attached with contract.
- Personal risk assessment provided with contract and reviewed annually as part of Annual Performance Review.

POST PROVISIONS

- Mandatory Training
- Supplementary Training

NORFOLK WILDLIFE TRUST
August 2024