

# Job Description

Job title:	Health and Safety Administrator
Reports to:	Health and Safety Manager
Responsible for:	No Direct line management responsibility

## Role Overview

We make moments that matter by truly caring about our customers and ensuring they are at the heart of everything we do.

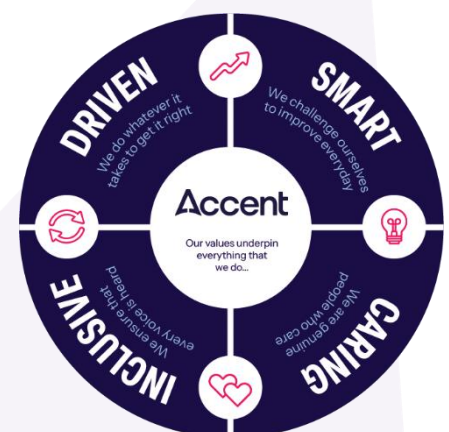
Like us, you are committed to exceptional customer service, and working hard to ensure our customers feel valued, heard, and supported. We deliver affordable homes and build better futures by actively listening to the needs and aspirations of our customers. We work to create communities where people feel safe, secure, and empowered. By fostering open communication, offering tailored services, and continually striving for excellence, we all aim to build lasting relationships that go beyond housing – enhancing lives and contributing to thriving, vibrant communities where everyone can feel good to be home.

As a Health and Safety Administrator, you will play a pivotal role in supporting the Health and Safety Team and ensuring the health and safety management system is effectively monitored and maintained. You will engage with colleagues across different regions, monitor accident databases, support meetings, and help ensure health and safety protocols are followed. This role offers the opportunity for personal development in areas such as auditing, accident investigation, and the continuous improvement of safety systems. Your work will directly contribute to ensuring a safe environment for all colleagues and customers, aligning with our core values.

## Core Values Alignment

We live and breathe our values. We are Smart, Driven, Caring, and Inclusive. Our colleague and leader competency framework underpins this and helps provide focus and clarity around the behaviours and attributes that are expected at Accent. Our focus on value for money ensures that we continue to spend wisely, work productively and make the best use of our resources. This is all about how we do things: it's what we expect everyone to embrace and work towards in their roles.

In this role, you will exemplify our values through your proactive support to the Health and Safety Team. You will demonstrate inclusivity and care by ensuring that all colleagues understand and adhere to safety protocols and procedures. Your commitment to ongoing development and improvement will reflect our drive for excellence. By working collaboratively, you will ensure that health and safety is always a top priority, helping to build a workplace where everyone feels safe, valued, and empowered.



## Key Responsibilities and Duties

- Engage meaningfully with colleagues to understand their health and safety needs and provide ongoing support.
- Monitor the accident database, ensuring that documentation is up-to-date and issues are escalated as needed.
- Support the Health and Safety Team in preparing agendas, minutes, and other documentation for meetings.
- Actively monitor the health and safety inbox, ensuring that safety issues are promptly addressed by relevant team members.
- Assist in developing the health and safety training matrix, tracking training completion, and collaborating with the Learning and Development Team.
- Follow up on risk assessments and ensure that all assessments are completed within required timeframes.
- Provide support for incident investigations, including accidents and near misses, and help implement corrective actions.
- Attend internal and external meetings to discuss health and safety issues, share lessons learned, and plan necessary actions.
- Participate in health and safety campaigns and initiatives, contributing to the overall improvement of safety awareness.

## The must haves:

- Good IT skills, including proficiency in Microsoft Word, Excel, and PowerPoint.
- Ability to manipulate data and analyse statistical information to support reports and audits.
- Strong communication skills, both written and verbal, with the ability to build relationships with colleagues at all levels.
- An agile mindset with the ability to adapt to changing environments and approaches.
- Previous experience working with electronic systems and platforms and understanding of GDPR and data management.

## The added extras:

- Experience in supporting health and safety management systems.
- Experience in providing health and safety related advice and conducting assessments such as DSE / COSHH assessments etc.
- Some knowledge of current health and safety legislative and regulatory requirements.

This role description highlights key responsibilities but is not exhaustive. Colleagues will agree on priorities with their Line Manager and are expected to work flexibly, supporting the team and working collaboratively across teams to deliver outstanding results for our customers. Working together as one team is our norm at Accent and reflects how we achieve success and meet the organisation's evolving needs.

We work flexibly and on an agile basis. We design our work around the customer with the focus being on ensuring we deliver the best possible service to our customers and to the best of our abilities. How and where you work will be agreed with your line manager to achieve the best outcome for both the organisation and for you, wherever possible.