

February 2019

# Vacancy



Whiteley Village  
*A century of caring for the elderly*

## Health & Safety Advisor

Full-time 40 hours per week

Salary £35K to £40K depending on experience

This is an exciting opportunity for an experienced Health & Safety Advisor to work for Whiteley Village in a key support function. You will be managing and co-ordinating the health and safety arrangements across our diverse range of activities including elderly care, facilities and grounds maintenance, hospitality services and office support. The Trust employs an external partner who audits and advises us in H&S matters and our Health and Safety Advisor will complement our partners work.

### What you will be doing

Developing Health & Safety policies and strategies, lead in-house training with managers and key staff, lead on health & safety performance indicators, conducting and advising on risk assessments, COSHH assessments, method statements, safe systems of works as well as carrying out site inspections and audits. Outlining safe operational procedures and ensuring working practices are safe and comply with legislation including the Care Quality Commission. Lead agent for external H&S auditors.

### What you will need to succeed

A pro-active approach to all Health and Safety matters across the Trust to ensure compliance and promoting a culture of Health and safety awareness. Degree level education and hold the NEBOSH National Diploma in Occupational Health and Safety or equivalent. Have 5 years' experience in a health & safety role, ideally, from background in the Care industry to ensure compliance with the requirements of the Care Quality Commission. Excellent communication skills at all levels; able to negotiate; able to understand and analyse complex information; patience and diplomacy and an investigative mind.

**What we offer:** With an excellent working environment the Trust offers a wide variety of staff benefits, including life assurance, pension, generous holiday allowance, free parking also excellent training and development opportunities.

**About us:** This is an exciting time to join the Trust. Whiteley Village is a unique community of older people, set in 225 acres of beautiful Surrey woodland, that has been changing lives for a hundred years. The Village contains 262 almshouses, a care home and extra care apartments for nearly 500 older people of limited means. Our new Care Hub is nearing completion and, due to open in the spring. This means new approaches for staff, new buildings and new technology.

A DBS check is required for this role.

**Closing date:** 18th March 2019

Please send your CV and a covering letter to

[job.enquiries@whiteleyvillage.org.uk](mailto:job.enquiries@whiteleyvillage.org.uk)

For the full role profile and application form

contact Fiona for Sue on 01932 264546 / 825804

by email: [job.enquiries@whiteleyvillage.org.uk](mailto:job.enquiries@whiteleyvillage.org.uk)

