

Head of Health and Safety

Level:	Head of Service
Team:	Resources
Line Manager:	Director of Strategic Services
Responsible for:	Health and Safety Business Manager; Principal Designer and Safety Officer x 2; Compliance Assurance Officer

About the Job

- This is a key leadership role at Vico Homes, shaping how we keep our colleagues, customers and communities safe.
- You'll lead the strategic direction for health, safety and wellbeing across the organisation.
- You'll lead on the development of a positive, proactive safety culture across the organisation, where everyone understands their responsibilities and feels confident to play their part.
- Working closely with colleagues, leaders and partners, you'll make sure we meet all legal and regulatory requirements, while also driving continuous improvement.
- You'll provide expert advice, clear assurance and practical solutions that help us do the right thing, every day.
- You'll play an important role in overseeing property compliance, ensuring our homes are safe and that we give confidence to our Board, customers and regulators.

You'll be trusted to

- Lead and inspire a positive, proactive approach to health and safety across Vico Homes.
- Champion a culture where safety, wellbeing and accountability are part of everyday working practices.
- Support and develop a high-performing Health and Safety Team.
- Work closely with leaders, managers and trade unions to keep people safe and well.
- Make sure our health and safety and property compliance arrangements are robust, effective and meet all legal requirements.
- Provide clear assurance through audits, inspections and performance reporting.
- Oversee risk management, ensuring key risks are understood, controlled and regularly reviewed.
- Maintain strong systems, policies and frameworks that are easy to use and consistently applied. Provide clear, confident and practical advice to colleagues at all levels.
- Offer constructive challenge where needed, helping teams make informed decisions.
- Build strong relationships with partners, regulators and stakeholders.
- Support managers to implement safe ways of working and good practice.

- Lead on the response, management and investigation of serious incidents.
- Ensure learning is captured, shared and embedded across the organisation.
- Represent Vico Homes professionally with regulators and external bodies.
- Provide expert guidance during emergencies or periods of increased risk.
- Shape and deliver our health and safety and compliance strategy.
- Keep up to date with legislation and best practice, translating it into practical improvements.
- Use data and insight to identify trends, risks and opportunities.
- Drive continuous improvement, always looking for better, smarter ways to work.
- You'll combine strong technical expertise with a collaborative, people focused approach.

Who you'll work with:

Internal: Board; colleagues at all levels within the organisation, trade union representatives.

External: HSE officers, statutory and voluntary agencies, trade unions, partner organisations and other registered providers.

Our values

At Vico Homes our values drive us and run through everything we do. We're looking for someone to join us who can live those values like we do.

We are:



The Specifics

This section identifies the qualifications, skills and behaviours needed for an effective performance. Using these clarifies the personal qualities and workplace behaviours expected of the post.

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
A qualification at Level 6 of the Framework for Higher Education Qualification, such as a First Degree, Award, or Diploma at level 6 or equivalent in Health and Safety.	✓		AF / CQ
Chartered Member of the Institute of Occupational Health and Safety (CMIOSH) or can demonstrate they are actively working towards through IPD route (minimum Grad IOSH)	✓		AF / CQ
Experience or providing visible, values-led leadership, building high performing teams and embedding a positive safety culture.	✓		AF / I
Experience of developing organisational health and safety policies and procedures.	✓		AF / I
Experience of designing, delivering and evaluating health and safety training courses.	✓		AF / I
Ability to drives continuous improvement and learning across the organisation.	✓		AF / I
Significant leadership and line management experience, with the ability to motivate and encourage teams to achieve targets and deadlines.	✓		AF / I
Ability to prioritise own workload and work to deadlines without direct supervision.	✓		AF / I
Experience of working within a customer focused environment and leading on the delivery of high standards through being a role model to others.	✓		AF / I
Experience of playing a lead role in organisational health and safety, maintaining an awareness of relevant legislation and regulations and ensuring the wellbeing of their team and the wider workforce.	✓		AF / I
Experience of writing high quality reports, policies and other documents and presenting information in a variety of different formats.	✓		AF / I
IT literate and a competent understanding of Windows based programmes to include Word, Excel and Outlook.	✓		AF / I

Personal Skill Characteristics	Essential (Tick)	Desirable (Tick)	Method of Assessment (Code list below)
An understanding of the current issues facing the provision of social housing, particularly with regard to health and safety.	✓		AF / I
In depth knowledge of health and safety legislation, compliance and best practice, including a good working knowledge of ISO 45001 and CDM regulations and construction related issues.	✓		AF / I
Able to lead through incidents, crises and organisational pressure with sound judgement and resilience.	✓		AF/I
Uses data, insight and risk analysis to inform strategic decision making and assurance.	✓		AF/I
Strong advisory and problem solving skills.	✓		AF / I
Ability to provide independent assurance and constructive challenge to senior leaders and operational teams.	✓		AF / I
Experience of being able to influence, challenge and communicate effectively at all levels, including Board, executive and regulators.	✓		AF / I
Builds strong relationships with internal and external stakeholders, including regulators and partners.	✓		AF / I
The post holder must hold a valid driving licence and have daily access to a vehicle to travel throughout the operating area and to other locations as required by the business.	✓		AF / CQ
The post holder may be required to work outside normal office hours on occasion.	✓		I
Diploma in Management Studies Level 7 or willing to work towards		✓	AF / CQ

Key

AF - Application Form

I - Interview (this may include a presentation and occupational test where appropriate)

CQ - Certificate of Qualification