

Bernicia Group Role Profile

Title: Health and Safety Adviser

Reporting to: Head of Health and Safety

Date: April 2026

Purpose

Work within the Health and Safety Team to deliver occupational health and safety across all group operations in line with the HASAWA 1974 to ensure the highest standards of health and safety are achieved across the Group using current and proven methods to make recommendations and develop solutions to simple and complex problems within your scope of competence to minimise exposure of non compliance with legislation.

Accountabilities

Operational

1. Deliver on key health and safety objectives and projects in line with the Health and Safety Team's annual plan to ensure the Team is advising on, developing and promoting a positive and compliant health and safety culture consistent with current legislation.
2. Support the continuous review of and adherence to all health and safety arrangements and processes to demonstrate compliance with health and safety legislation as well as acting as a role model for the organisation.
3. Advise and recommend improvements across the group on all areas of health and safety, applicable to the Group and within your sphere of competence, ensuring that the advice given is in line with the most up to date health and safety legislation to mitigate against non compliance with legislation.
4. Develop and implement monitoring of health and safety activities including the inspection and audit of work areas, work activities, plant and equipment both internally and across contractors engaged by the Bernicia Group to ensure compliance with the Construction (Design and Management) Regulations. Prepare action plans, follow up audits and attend client/contractor progress meetings to ensure there is confidence in compliance and improvements are implemented.
5. Use varying communication styles and methods to convey health and safety information in a meaningful way to ensure complex or specialist information is understood and applied appropriately. This includes the design, face to face delivery and review of training materials to enhance and build upon health and safety knowledge across all areas of the Group to ensure decisions are based upon current legislation and best practice.
6. Develop meaningful relationships with all stakeholders, represent the Health and Safety Team at meetings and influence approaches to a positive health and safety culture, providing feedback to help improve understanding of health and safety requirements, both legal and best practice.
7. Contribute to the development, implementation and maintenance of health and safety systems to record information and analyse performance outcomes across all stakeholders

ensuring accurate data is provided in a timely manner and performance is monitored and reported appropriately.

8. Provide support and technical advice to managers to enable them to maintain safe working practices and conditions, inclusive of accident/incident investigations and operational reporting obligations, development, management and control of risk assessments and safe systems of work relative to social housing, construction and estate management activities.
9. Provide advice and guidance to the Procurement Team and other areas across the Group to ensure contractors added to the 'approved list' meet Bernicia's health and safety standards and expectations.
10. Undertake individual risk assessments for Bernicia Group colleagues which assist with health and wellbeing, e.g. DSE, hearing and vision, provide information to support health surveillance, e.g. HAVS monitoring and contribute to a safe return to work following absence or injury.
11. Undertake investigations where they may be complex in nature, RIDDOR related or to mitigate unconscious bias.
12. Contribute to the research, interpretation, implementation and sharing of industry best practice, regulatory and statutory obligations, advising of implications arising, together with making recommendations for improvements and new initiatives to ensure the Group continues to maintain legal compliance.
13. Take responsibility for administrative processes and information management in preparation for meetings, training events and provision of reports to ensure information and activities are effective, accurate and timely.
14. Contribute to the maintenance of the intranet to ensure health and safety information is kept up to date and relevant.
15. Contribute to the design and implementation of relevant plans and strategies for the health and safety function to ensure we continue to deliver a first class service and make recommendations to improve the service delivered to our colleagues.
16. Deputise for the Head of Health and Safety, as required, within your sphere of competence
17. Maintain strict confidentiality in all business matters relating to health and safety operations.

Corporate

- Contribute to raising Bernicia's profile in developing a network of suitable contacts amongst organisations and individuals likely to assist in achieving Bernicia's vision.
- Contribute to business strategies and quality standards across all of Bernicia's services.
- Comply with all relevant legislation and work within our policies and procedures.
- As appropriate to the role, take ownership of the data in your area and support the achievement of high quality data and data management across Bernicia, by ensuring any data recorded is accurate, reliable and trustworthy.

- Perform your role in accordance with the Bernicia Way and draw to your manager's attention any unsafe working practice/conditions.
- Maintain a safe and healthy working environment, by ensuring all health and safety policies and procedures are fully implemented and consistently applied and carrying out suitable and sufficient risk assessments.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of technology and improving the way we do things. You must therefore be committed to personal development, adapting to and welcoming change and making continuous improvements in the efficiency and effectiveness of our use of resources.

All colleagues are encouraged to not ignore work at the boundaries of their specific role, by taking "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

The above list is not exhaustive and your role will certainly change over time reflecting the changing needs and activities of the organisation and our commitment to making best use of new technology and continuously improving the way we do things. You must therefore be committed to personal development and to becoming multi-skilled in order that you can adapt to and welcome progressive and necessary change in the effort to achieve the stated aim of "making continuous improvements in the efficiency and effectiveness of our use of resources".

All staff are encouraged not to ignore work at the boundaries of their specific role, but to take "ownership" of any issue with which they become involved, ensuring that all matters are brought to a satisfactory conclusion. This includes identifying any risks involved in the day to day responsibilities of the role and taking action to mitigate those risks.

You must carry out your duties with full regard to the Bernicia Way and must draw to your manager's attention any unsafe working practice/conditions.

Essential/Desirable Skills & Experience

Essential criteria:

NEBOSH General Certificate as a minimum with intention to work towards and obtain NEBOSH Diploma or equivalent.

A proven track record as an accomplished Health and Safety professional.

Auditing skills and experience, relevant to this role including maintaining audit action plans.

Able to effectively coordinate several workstreams at once, delivering on project work from start to finish and advising on key milestones throughout.

Proactively manage development opportunities to keep knowledge, skills, experience and continuous professional development up to date.

Proficient in the use of Microsoft Office.

Good communication skills and a collaborative approach, with the ability to engage and influence others.

Good standard of literacy and numeracy for reporting writing and data analysis.

Be a role model for our values and behaviours.

Strong organisational skills with the ability to prioritise and deliver to deadlines.

Takes accountability and works with minimal supervision.

Full UK driving licence and access to a car to use for work purposes..

Desirable criteria:

NEBOSH Construction Certificate

Willingness to develop experience in particular fields of health and safety such as advanced workstation assessments and COSHH.

Membership of a professional body and willing to participate in evidencing continuous professional development.

Experience of working in a social housing or construction environment.

Experience of delivering engaging Health and Safety training.

Signed by Post holder..... Date

Signed by Manager Date

Values	
Value	Expectation
Customer Focused	We understand our customers and champion customer focus.
Trusted	We uphold the highest standards of integrity in all our actions, we are personally accountable and deliver what we say we will do.
Respect for People	We respect our tenants and customers and recognise them as individuals. We value our colleagues, encourage their development and reward their performance.
Leadership	We provide strong and transparent leadership, supported by clear decision-making which is evidence-based and outcomes-focused.
Collaborative	We collaborate to help meet the needs of tenants and customers, partners and the wider North East.

