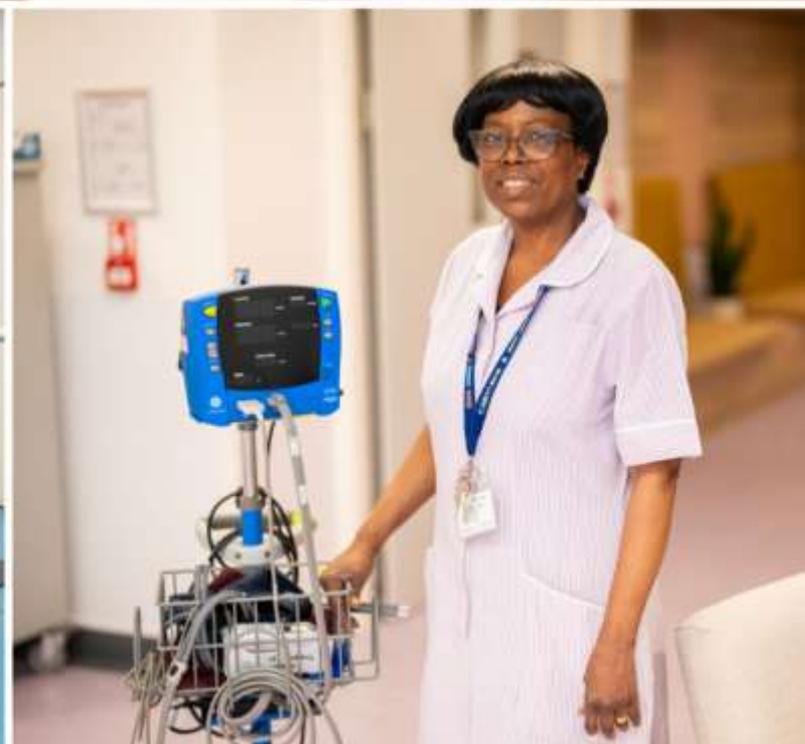




St Joseph's
Hospice
Serving East London
and the City

Health and Safety Advisor

Vacancy Information Pack



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St Joseph's Hospice
Your Local Hospice
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خوش آمدید
Chào mừng
Bienvenue
Benvenuto

St Joseph's Hospice
RECEPTION



St. Joseph's Hospice

Welcome to St Joseph's Hospice
Supporting the people of East London since 1965
Quality
Committed to celebrating and promoting diversity and inclusion

This way to Reception

CLOTHING BANK



5
Car park ahead



A Message from Our CEO

Hello,

I'm delighted that you're interested in joining our team at St Joseph's Hospice. Founded in 1905 by the Sisters of Charity, St Joseph's is one of the oldest and largest hospices in the UK. We're proud of our long history and the vital role we play in providing specialist palliative care and support to people in our community who are living with life-limiting illness, all completely free of charge.

Working at St Joseph's means being part of a compassionate and dedicated team who care deeply about making a difference. Every person here plays a vital role in helping us deliver our exceptional care - not just to our patients, but their loved ones too. St Joseph's Hospice is committed to celebrating and being diverse and inclusive and maintaining a culture of equity.

Our Hospice is constantly evolving and adapting to meet the changing needs of our core boroughs, City and Hackney, Tower Hamlets and Newham. Having new people see us through fresh eyes always provides a welcome opportunity to reflect on our work and culture. We'd be thrilled to have you on board, helping us continue the important work we do for the people who need us long into the future.

Warm wishes,

Rachel

Dr Rachel Black,
CEO



Our Mission

Our Mission is to provide compassionate, specialist palliative care to people in the diverse community of East London who are living with life-limiting illness.

We treat each person as unique, encouraging and enabling them to reach their full potential until the end of life.

Our care is provided free of charge to those who need it, irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion and belief, sex and sexual orientation.

We listen to the patient and their family so that we can work together to manage pain and distress whether physical, mental, social or spiritual.

We encourage openness and honesty in communication to create an atmosphere of comfort and safety whether in the Hospice, in the patient's home or in the community.



Our Core Values

Our five Core Values are fundamental to how we live and work at the Hospice. We constantly strive to improve by using our Values for guidance with regard to decision-making, ensuring quality, justice, compassion, advocacy and respect for all in relation to our patients and each other.



Respect for Human Dignity

We respect human dignity when we:

- Respect the sacredness of life
- Care for the whole person
- Demonstrate unity of purpose, while recognising individual differences
- Value each person's contribution
- Act in a culturally appropriate manner

Service/Quality

We provide service when we:

- Create an environment of welcome and hospitality
- Promote quality care and excellence
- Encourage and demonstrate team spirit
- Recognise the value of individual initiatives and ideas
- Show openness to constructive criticism and feedback

Care of the Poor and Vulnerable/Advocacy

We care for the poor and vulnerable when we:

- Listen attentively to identify unmet needs
- Respond in a practical way to those in need
- Collaborate with others to share resources
- Create access to needed services
- Provide basic resources for daily living to those in need

Compassion

We show compassion when we:

- Act with understanding and sensitivity
- Work cooperatively with others
- Are available to those we serve and to each other
- Respect and nurture the environment

Justice

We promote justice when we:

- Act with integrity
- Respect the rights of others
- Take responsibility for our actions
- Preserve resources
- Provide quality without extravagance
- Demonstrate fairness in decision making

Job Description

Job Title: Health and Safety Advisor

Reporting to: Estates Manager

Working pattern: 37.5 hours per week (flexible)

Contract: Permanent

Annual leave: 27 days + bank holidays

Salary: Band 6 - £39,775.77 to £52,452.55 pa

Apply for this role online:

<https://stjosephs.ciphr-irecruit.com/Applicants/vacancy>

Job Purpose

An exciting opportunity as a Health and Safety Advisor has arisen to join the Facilities Team at St Joseph's Hospice in Hackney. You will be part of a committed and supportive organisation, working collaboratively with clinical teams, non-clinical services and volunteers to promote a strong culture of health, safety and wellbeing. This role plays a key part in supporting the hospice's delivery of safe, high-quality palliative and end of life care by providing professional health and safety advice across all areas of the service.

The Health and Safety Advisor will work closely with colleagues across inpatient, outpatient and community services to ensure compliance with health and safety legislation while maintaining a compassionate, person-centered environment. The role involves advising on risk assessments, incident prevention, safe systems of work and continuous improvement, supporting managers and staff to manage risk effectively and proportionately.



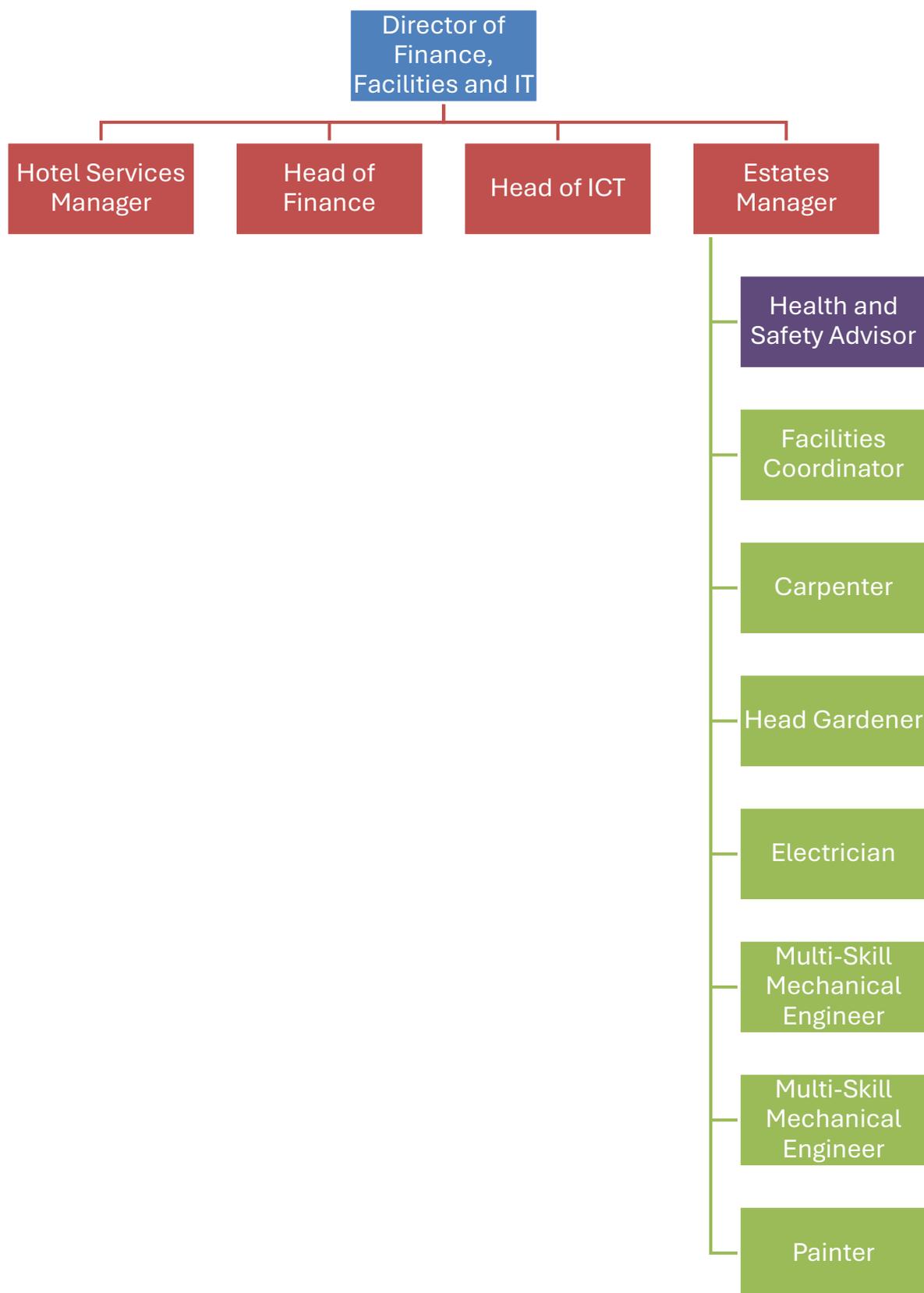
Key Responsibilities

- Policy & procedure – develop, review and implement H&S policies, procedures and safe systems of work.
- To revise St Joseph's Hospice H&S management framework.
- To provide advisory support on H&S matters.
- Engage with the external risk management consultants that provide STJH with H&S support and undertake our H&S audit and implement H&S audit actions.
- Chair the Health and Safety Group.
- Attend and contribute to the Fire Safety Group and Water Safety Group.
- Manage the Health and Safety Representatives and Fire Wardens.
- Manage organisational COSHH, DSE & PPE.
- Oversee First Aid workplace provisions.
- Review the organisational H&S induction process.
- Conduct risk assessments and oversee the risk assessments completed by others.
- Set up a system for monitoring health and safety alerts.
- Management of medical gases.
- Undertake training appropriate to the role.
- Provide support to the Estates Manager.
- Support the Estates team with risk assessments, method statements & COSHH requirements
- Undertake other organisational Estates and H&S related activities, as required by the Estates Manager

Personal Specification

Requirement	Essential	Desirable	How tested
Knowledge and understanding			
K1. NEBOSH National General Certificate / Diploma qualification, or equivalent.	✓		Application
K2. Health & safety legislation, regulations & approved codes of practice.	✓		Application and interview
K3. AutoCAD.		✓	Application
K4. Knowledge and commitment to diversity and inclusion in the workplace.	✓		Application and interview
Skills and abilities			
S1. Influencing and promoting a health and safety culture.	✓		Application and interview
S2. Highly organised and ability to manage competing priorities	✓		Application
Experience			
E1. Extensive practical workplace experience of managing cross organisational health and safety.	✓		Application, interview and selection test.
E2. Developing organisational arrangements for health & safety including systems creation, communication and monitoring.	✓		Application, interview and selection test.
E3. Risk assessments, method statements & permits to work.	✓		Application and interview
E4. Fire safety.	✓		Application and interview
E5. Legionella control	✓		Application and interview
E6. COSHH / DSE / Working at height	✓		Application and interview
E7. DSEAR & Medical gases		✓	Application

Department Structure



Employee Benefits

Employee Assistance Programme

The Employee Assistance Programme is a free, confidential helpline giving staff unlimited access to advice, information and support to deal with a variety of personal, domestic or professional issues that may be impacting you at work. The service is available 24/7, 365 days a year. Simply call **0800 028 0199** or download and sign up for the Wisdom app, using the organisational code MHA089998.

It helps you in tracking your health, includes fitness programmes, meditation, recipes, breathing exercises and much more.



Freedom to Speak Up

Speak up – we will listen.

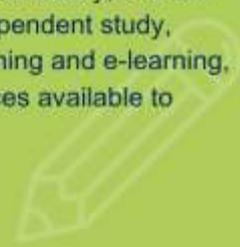
In accordance with our values as a Hospice and our duty of candour, our senior team and entire board of trustees are committed to an open and honest culture. We will investigate what you say and you will always have access to the support you need.

You can contact The Freedom to Speak Up Champions or send an email at freedomtospeakup@stjh.org.uk

Education and Learning

Your training and development is a high priority for us; we want to make sure you are confident and competent in providing the best possible service and playing a vital role in the organisations success.

We provide induction, statutory and mandatory, and on-the-job training. We also support independent study, coaching and mentoring, external training and e-learning, and we have a wide variety of resources available to assist your development.



Pension

We currently offer a private pension with Standard Life. This operates on a salary exchange basis, which means your contributions will be taken out before tax so you will therefore be paying less tax at the end of the month. If you contribute the minimum of 5% then we will contribute 3%. If you contribute 6% or more we will contribute 7.5%. Speak to Payroll for further info.

If you opted out of the pension scheme during your on-boarding, you may be auto-enrolled after 3 months of service as this is a legal requirement. Once you get auto-enrolled you will have 30 days to opt-out in order to get back your contribution the following month.

BHSF Health Cash Plan

BHSF is a health cash plan designed to help you reclaim money towards everyday healthcare costs, such as prescriptions, dental treatment, eye care, and complementary therapies.

When you start your employment, you'll receive an email containing your BHSF policy number and instructions on how to set up your account. If you've misplaced your policy number, please contact HR for assistance. You can also find full details about the plan on the Loop, just search for "BHSF".



Benefit Hub

- We have a Benefit Hub with a wide range of discounts for many different products.
- For quick access to the Benefit Hub go onto the Loop, toggle over the coloured squares on the left hand side and click on the pink square named "Benefit Hub".
- To sign up please fill in your details and the organisation referral code which is 83UX5A.

Loans

- Welfare Loans, To help if you have financial difficulty, up to £2,500.
- Travel, Season Ticket Loan

Free Santander Bike Hire

50% discount on annual subscription

Ride to Work Scheme

Save up to 42% on your new bike

Life Assurance

Pays 2x salary to your nominated beneficiary on death in service.

Occupational Health

Prestige provide Occupational Health services for the hospice. The purpose of Occupational Health is to protect you, our staff, and ensure that the work you do does not in any way damage or compromise your health.

Blue Light Card

Access to all staff to the Blue Light Card discount scheme giving you big savings on the brands you love and more!

Accommodation

Affordable on-site accommodation available



Keep Up to Date

You can stay up to date with all our current vacancies on iRecruit and discover how you can make a real difference to the lives of people affected by serious, long-term illness by joining the St Joseph's team.

Visit our website for the latest job opportunities:

www.stjh.org.uk/jobs

Get in Touch

If you have any questions about your application, please contact our Human Resources Team at ...

You can also keep up with the latest news and updates from the Hospice on our website and social media channels:

Website: www.stjh.org.uk



Facebook: @StJoHospice



Instagram: @stjohospice



LinkedIn: St Joseph's Hospice



X (Twitter): @StJoHospice



YouTube: St Joseph's Hospice London

Contact Details

St Joseph's Hospice
Mare Street
London E8 4SA
020 8525 6000



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stjh.org.uk [@stjohospice](https://www.instagram.com/stjohospice)
Advocacy **Compassion** **Justice** **Quality** **Respect**
Charity No. 1113125



**St Joseph's
Hospice**
Serving East London
and the City