



## Health & Safety Compliance Manager – Mind Retail

<b>Job title</b>	Health & Safety Compliance Manager
<b>Reporting to</b>	Head of Property
<b>Department</b>	Property
<b>Salary</b>	Grade D of Mind's Salary Scales (£39,572)
<b>Hours of work</b>	Full time
<b>Located at</b>	Field-based
<b>Type of contract</b>	Permanent

We are Mind, the mental health charity. We won't stop until everyone with a mental health problem gets the support and respect they deserve. We provide advice and support to empower anybody experiencing a mental health problem and we campaign to improve services, raise awareness and promote understanding.

### About the Role

In this role, you'll help shape and champion a positive safety culture across Mind and Mind Retail, making sure we meet all our Health, Safety and Compliance responsibilities.

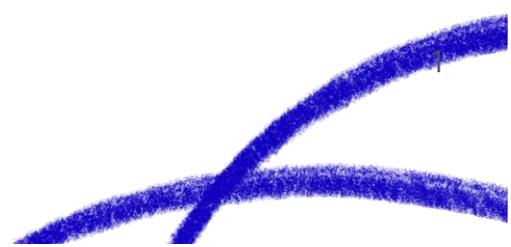
You'll take the lead on both the strategic and day-to-day aspects of Health and Safety planning and management for Mind Retail, making sure our people feel supported and confident in working safely.

You'll be the go-to expert for retail colleagues and senior managers, offering competent guidance whenever it's needed. Reporting to the Head of Property, you'll also act as the main link with Mind's Health and Safety Forum on all Safety and Compliance matters.

You'll work closely with teams across Mind Retail and with a range of internal and external partners to keep our shops safe, compliant, and great places to work.

### Key Tasks and Responsibilities

Below are the key tasks and responsibilities for the role as a Health & Safety Compliance Manager for Mind Retail:





- Maintain an up to date knowledge of relevant health and safety legislation and best practice. Provide updates on a monthly basis on all new or amended Health and Safety legislation associated with facilities-related issues to all colleagues within Mind Retail as appropriate.
- Lead in creating and maintaining a climate in which individuals feel safety has high value, and that they are clear about responsibilities, safety aims and objectives within Mind Retail.
- Monitor the Mind Retail's compliance with the Health and Safety Policy and procedures and formally advise managers on areas of non-compliance. Provide training as appropriate.
- Oversee Mind Retail's Asbestos Management Plan and advise on procedures required to ensure the division operates within the Control of Asbestos at Work Regulations. Liaise closely with the Head of Property and the H&S forum on significant risks that affect the wider charity.
- Create and maintain a Health and Safety Management System, including but not limited to; overseeing the establishment and review of risk assessments, monitoring records of actions taken and implementing overarching arrangements with contractors and tenants.
- Liaise with the People Team and Central Services to maintain records of any health-related issues associated with Retail employees.
- Establish procedures associated with health and safety training and maintain records of training undertaken.
- Ensure that all accidents and near misses are reported and investigated in accordance with policies.
- Formulate and maintain the Mind Retail's health and safety policies, arrangements and procedures.
- Co-ordinate accident and incident reporting, assisting internal investigations and resolution of issues in an ordered and well communicated process. Assist in RIDDOR and accident investigations.



- Provide accurate information and reports to the Health and Safety committee and attend/contribute to Health and Safety committee meetings.
- Identify, specify and tender for repairs for which Mind Retail are responsible and develop a PPM programme and asset register, ensuring all interested parties are kept abreast of the process, developments and responsibilities.
- Project manage maintenance and repairs, and assist the Head of Property as necessary with capital projects. Ensure that relevant documentation is ascertained and recorded.
- Manage providers/contractors ensuring compliance, monitor performance, provide assistance with budgeting and retender providers as necessary.
- In conjunction with the Central Services Administrator (Compliance) develop and manage a PPM plan to include energy savings and cost reduction initiatives.
- Assist the Head of Property in the liaison and management of the shop fitters, attend and report upon handover inspections.
- Record and maintain accurate records of contractors used and create system to ensure all their documents are retained.
- Identify opportunities for continuous safety improvement within the division and assist the Director and Senior Management Team in their implementation.
- Liaise and develop good working relationships with Mind's Health and Safety forum and other departments within the charity as required.
- Liaise with external bodies such as local authorities and specialist groups on health and safety issues.
- Ensure procedures are in place associated with all legal and other obligations including fire safety, building, structures, building accessibility, mechanical and electrical building and engineering services.
- Liaise with insurers when necessary and manage accident and incidents reporting including providing reports when required suitable for board/ strategic level.
- Management and supervision of compliance/safety contracts and ensuring performance to KPI's set.
- Provides direction to the H & S/Compliance administrator.



## **Role Expectations:**

- To assist the Head of Property as required.
- To keep abreast of new and changing Health and Safety legislation.
- Keep abreast of internal and external developments and respond accordingly
- To attend and contribute to supervision and appraisal process, meetings, training, and other events as required.
- To adhere to relevant legal and statutory requirements including the Data Protection Act (ensuring an appropriate level of confidentiality at all times), Health and Safety at Work Act (ensuring H&S of own and others at all times) and any other relevant/charity law
- To travel to sites and meetings in England and Wales, which may require the need to work unsociable hours e.g. attending evening or weekend meetings or for overnight stay.
- To ensure that all responsibilities and activities within this post are in accordance with the terms and spirit of Mind's mission, vision, values, objectives, policies, procedures and practices.

These responsibilities reflect the current scope of duties and responsibilities of the role. The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post. As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment.



## About You

### Essential

- Hold the NEBOSH Diploma and at least 3 years' experience in a similar role preferably within the Retail sector.
- Certified IOSH status with ambition to progress to chartered (and evidence of your journey)
- NEBOSH National Certificate in Fire Safety and Risk Management
- Experience of undertaking various risk assessments and writing inspection reports
- Understanding of statutory compliance with retail premises and experience managing providers/ contractors
- Experience of communicating complex technical information to non-technical audiences in writing and verbal communications
- Past experience of working unsupervised and on own initiative
- Proven record of managing multiple competing priorities and meeting tight deadlines
- Experience of working with people at all levels
- A good working knowledge of lease covenants
- Good working knowledge of asbestos
- Proficient in the use of Microsoft Office and any H & S databases as required.
- Ability and willingness to travel frequently with overnight stays away from home .
- Full driving license

### Desirable

- Direct or indirect experience of mental health problems
- Knowledge of the Charity Sector
- At least 1 years' experience of delivering training
- RICS qualification
- Membership of IOSH

## Our Commitment

We are committed to becoming actively anti-racist in everything we do. This is a critical priority for Mind. We embrace diversity and understand that being an inclusive organisation, recognising different perspectives, will enable us to provide excellent services. We are committed to ensuring all our employees are treated fairly and equitably at work and promoting equity in physical and mental health for all.