



Viewpoint Housing Association (VHA) is a registered non-profit making organisation providing a range of general needs housing, supported housing and care services for older people in Edinburgh, the Lothians and Fife. With an annual turnover more than £18m, we own approximately 1340 properties across the areas with two care homes in the Grange in Edinburgh.

Established in 1947, our primary objective is to improve the quality of life and well-being of our tenants and care home residents through promoting independence, enabling choice and offering peace of mind in a safe, secure and supported environment.

VHA's continued strong financial performance provides the platform on which we will invest in homes that are fit for the future, safe and secure, compliant, energy efficient whilst remaining affordable.

Our customers are at the heart of what we do, and we are creating a culture of continuous improvement in the services we deliver. We want people to choose us as their preferred landlord or care home provider both now and in the future.

Job Title	Health & Safety Advisor
Reports To	CEO
Department/Section	Business Support
Location	Head Office, 4 South Oswald Road, Edinburgh
Date	July 2025

Job Purpose

Reporting directly to the CEO, you will be responsible for developing and supporting the implementation of Health and Safety processes, procedures and systems ensuring they comply with legislation and VHA policies.

You will provide guidance and support on health, safety and environmental issues and to improve performance to best practice.

You will be able to work with colleagues from a variety of backgrounds with an approachable and solution-oriented style; keen to support and drive the development of a positive working culture across the organisation and able to represent the organisation in all that they do.

Key Responsibilities

- You will undertake the role of Competent Person for VHA, acting as the 'go to' person for H&S advice and assistance for all employees across the organisation.
- You will provide organisational oversight across all areas thereby leading on development of a positive H&S culture in Viewpoint.
- You will maintain a professional attitude towards Health, Safety, and Environmental issues, in accordance with Viewpoint's values.
- You will lead on VHA's H&S Policy and Procedure framework, ensuring that VHA's principal H&S policy is fit for purpose and regularly reviewed, that it sets out statutory and regulatory requirements for the organisation and for individuals and in line with best practice set out by the HSE, the SHR and the Care Inspectorate.
- You will coordinate and manage legal and statutory requirements as they relate to Housing Associations and the Care Sector, recording and reporting any non-compliance and following up on any actions.
- You will offer guidance and support in relation to the Risk Management process in line with VHA policies.
- You will, as necessary, support with delivery of fire risk assessments for locations such as offices and care homes, ensuring that risks are controlled, and preventative measures implemented.

- You will lead on development of regular H&S checks to be conducted by colleagues, as well as develop and deliver relevant H&S audits and reports.
- You will lead on review, development and roll out as necessary of VHA's incident reporting system, ensuring that there are appropriate arrangements in place to maintain accident, incident and near miss records and compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR), as well as ensuring that incidents are reported, reviewed, communicated and followed up as necessary.
- You will lead on delivery of certain accident and incident investigations, as agreed with your line manager and senior management.
- You will lead on relevant consultation and communication with staff.
- You will support with consultation and communication with tenants and residents, by keeping them well informed of basic health and safety requirements, and good H&S practices, e.g. via regular updates in team or organisational newsletters.
- You will act as a key point of contact, and provide organisational guidance and oversight, in relation to H&S training requirements, such as a comprehensive range of H&S training modules, inductions, events or workshops across the organisation.
- You will provide statistical, thematic and gap analysis in relation to Viewpoint's Health and Safety Management System as a whole.
- You will provide advice and support the CEO in defining VHA's H&S strategic objectives and will lead on the implementation of key objectives or tasks, working with colleagues across functions to share and transfer relevant knowledge and experience to achieve delivery of relevant projects within budget and timescales.
- You will be expected to support Health, Safety and Environmental Improvements across the organisation.
- You will participate as part of VHA's response team as part of the business continuity response to major incidents such as fire and flood and our emergency on call rota.
- You will act as the key point of contact in relation to delivery of regular external audits of VHA's Health & Safety Management Systems as a whole.

Additional Responsibilities

Within organisational policies and delegated authority be responsible for:

- The team's H&S systems, data and processes, including implementing, developing and integrating these as required.
- Contributing as relevant towards the planning, spending and forecasting the Health and Safety elements of the corporate budget.
- Undertaking organisational training as required, including Equalities, GDPR/ FOI compliance and safeguarding etc.
- Ensuring compliance with all relevant policies and procedures.
- Ensuring that all health and safety and related policies and procedures are regularly reviewed, in accordance with the relevant policy review schedule or as otherwise required.
- Ensuring, as necessary, compliance with all procurement practices and processes

including (where agreed with your line manager/ VHA) management of relevant contractors within your area of responsibility.

- Providing accurate and timely management information relating to the team's H&S performance and how this contributes to overall business performance.
- To provide additional cover within the team as requested when necessary.

Viewpoint's Behaviours – you are expected to live our workplace behaviours:

- Be a role model for staff and stakeholders, showing energetic, determined, flexibility and positive behaviours that will support our organisational, values, aims and outcomes.
- Continuously monitor your area of responsibility and identify areas for improvement and organisational learning.
- Adopt a flexible leadership style with the ability to challenge as appropriate and able to give and receive constructive feedback.
- Embed a coaching culture within your areas of responsibility that upholds the values of the organisation.
- Provide clear, authoritative and impartial advice and interpretation of complex situations.

Viewpoint's Values – you are expected to live our workplace values:

- Inspire with positive smiles and words.
- Say 'yes I can and I will'.
- Celebrate age, experience and wisdom.
- Do according to our customers' wishes and ambitions.
- Treat people (everyone is a VIP) as we would a "loved one".
- Work hard, have fun and laugh.
- Stay courageous, creative and ahead of the game.
- Work with those that share our values.

PERSON SPECIFICATION

Health & Safety Advisor

	Value of Criteria		Assessed at			
	Essential	Desirable	Application	Interview	Test	Presentation
QUALIFICATIONS & EXPERIENCE						
Hold a NEBOSH General Certificate in Health and Safety Management, or be working towards it.	✓		✓	✓		
Technical Grade member of Institute of Occupational Safety and Health (IOSH) or equivalent membership body	✓		✓	✓		
Evidence of Continuing Professional Development	✓		✓	✓		
At least 2 years' experience of undertaking a Health & Safety role	✓		✓	✓		
Experience of housing and social care sector		✓	✓	✓		
Ability to control and deliver projects/works to cost, quality and time		✓	✓	✓		
Experience of working in the not for profit / charity sector		✓	✓	✓		
KNOWLEDGE, SKILLS & ABILITIES						
Knowledge of Health & Safety and the Housing/ Care Sector		✓	✓	✓		
Knowledge of Health and Safety Legislation	✓		✓	✓		
Good working knowledge of and ability to seek out new and innovative ways of working which improve services to customers to achieve measurable results and continuous improvement	✓		✓	✓		
Operational knowledge of systems/equipment relevant to role	✓		✓	✓		
Excellent verbal, written and presentation communication skills and the ability to work effectively with a range of stakeholders and convey complex information simply and clearly	✓		✓	✓		
Excellent office/ICT skills	✓		✓	✓		
Strong organisational and administrative skills, ability to prioritise	✓		✓	✓		
Proven problem solving and planning capability with creative skills and the ability to meet deadlines	✓		✓	✓		
Self-directed, results driven and able to multi-task in a fast-paced, dynamic environment with continued attention to detail	✓		✓	✓		
Effective leadership skills, able to build confidence and motivate and improve performance and foster a supportive culture	✓		✓	✓		
Ability to network, build relationships and create successful partnership working opportunities	✓		✓	✓		
Ability to deliver excellent levels of customer service at all times	✓		✓	✓		
Ability to deliver change using range of influencing, negotiation, facilitation and process skills	✓		✓	✓		
Ability to support with the preparation, management and monitoring of budgets	✓		✓	✓		
Demonstrate digital approaches to your area of work		✓	✓	✓		
VALUES & ATTITUDES						
Ability to demonstrate a commitment to Viewpoint's values and behaviours	✓			✓		
Takes responsibility for professional development and training to support this	✓		✓	✓		
Team player with a positive 'yes I can and I will' attitude	✓			✓		
Proactive and flexible approach	✓			✓		

OTHER CONSIDERATIONS						
Willing to be flexible in working hours and able to travel as required.	✓		✓	✓		
Determination and willingness to take on new challenges and responsibilities	✓		✓	✓		
Willing to challenge stereotyping, prejudice, discrimination and bias	✓		✓	✓		
Strong approach to performance management with the ability to define and measure outcomes of success	✓		✓	✓		
Valid driving licence and access to own transport.		✓	✓	✓		