

JOB DESCRIPTION: Health & Safety Advisor

Employer: United Christian Broadcasters Limited

Reporting to: Company Secretary

Location: Operations Centre, Stoke-on-Trent, ST6 4JF
Broadcast Centre, Stoke-on-Trent, ST4 8RY

Hours: 36.25 hours per week, Mon – Fri – 9am – 5pm
Some flexibility may be required

Job Profile: To be responsible for advising UCB teams and staff regarding Health and Safety services as required.

To provide recommendations for best practice and improvements within UCB's strategic objectives.

To work closely with UCB Teams as appropriate, particularly Head of HR and Head of Facilities and Hospitality.

Duties and Key Responsibilities:

- Research and implement policies and procedures supporting a safe and effective working environment, including (but not limited to) Health & Safety, Data Protection working with the Company Secretary and others as required.
- Be aware of anticipated legal changes and advise the CEO, Executive team and others accordingly.
- Ensure that relevant compliance records are kept accurately, securely and up to date and that the systems operate effectively.
- Monitor and update UCB's H&S software and assist Teams with maintaining their H&S records
- Work with UCB Teams to promote good health & safety practice and processes and update UCB's H&S Policy
- Monitor and review health & safety compliance across UCB, e.g. risk assessments, statutory system checking
- Advise appropriate steps for any non-compliance
- Carry out health & safety audits and inspections, keep records and produce reports
- Write reports and ensure staff have access to current health & safety information
- Promote good health & safety practice across the ministry
- Monitor the Health & Safety budget
- Undertake any training as required; full training will be provided and must be maintained.

Qualifications, Knowledge, Experience and Skills:

- Critical problem-solving ability.
- Ability to analyse and interpret information
- Project management skills
- Experience in developing relationships and dealing effectively and reciprocally with people
- Ability to set clear and effective goals
- Good organisational and time management skills with an ability to prioritise a diverse workload

- Strong communication skills both written and verbal.
- Full training will be given within health & safety, but this needs to be maintained and kept up to date

Person Specification:

- The commitment to participate in daily prayer time in order to promote team unity
- Be an Ambassador for Christ and the company delivering a distinctly Christian service to colleagues and supporters
- Be prepared to witness to the life changing message of Jesus and lead people to Christ as appropriate
- To develop ways of introducing the company's story in a manner that is relevant and engaging
- High level of confidentiality
- Must enjoy working with people and be able to demonstrate tact and diplomacy
- Must be flexible with a positive can-do attitude
- The ability to work as part of a team

Such other duties that are within the scope of your skills and capabilities that may from time to time be reasonably required

Dated: August 2024

This Job Description does not form part of your Contract of Employment