

Role Title: Health, Safety and Wellbeing Business Partner

Grade: Special A £51,729 - £55,737

Location: Bradford, Sir Henry Mitchell House (hybrid working arrangements available)

About Us

Bradford has created a Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf.

The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation.

We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

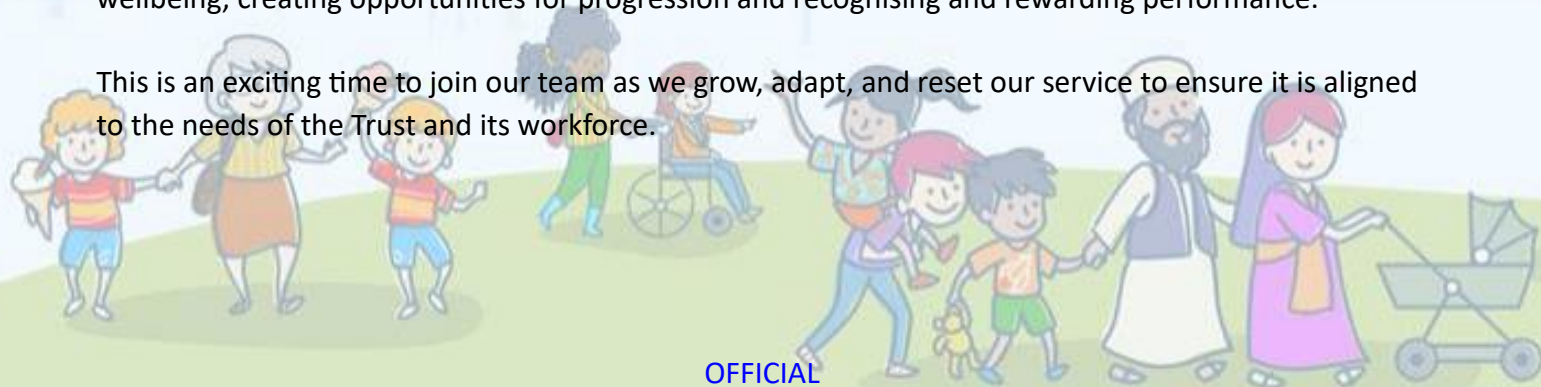
We will achieve this through continuous improvements in our services and positive collaboration with our staff and our partner organisations.

People and Talent Team Overview

The People and Talent Team are leading the development and implementation of the Trust's People and Culture Plan, which focuses on delivering against a range of people-focused challenges, ensuring the Trust is equipped to succeed.

As the strategic partner for leaders and managers throughout the Trust, the People and Talent Team provide services spanning the complete employee lifecycle, from understanding our workforce needs, creating appropriate plans and attracting, recruiting and retaining high performing individuals, to motivating, developing and enabling colleagues to be the best they can be, supporting colleague wellbeing, creating opportunities for progression and recognising and rewarding performance.

This is an exciting time to join our team as we grow, adapt, and reset our service to ensure it is aligned to the needs of the Trust and its workforce.



Your role

As the Health, Safety and Wellbeing Business Partner you will oversee a range of internal processes which support colleague wellbeing and safety, and which ensure the Trust meets its employer Health and Safety obligations. You will be the competent person and manage compliance with a range of health and safety activities in line with our Trust values. The role will report into the Head of HR and will work alongside the Property and H&S Manager who is responsible for facilities Health & Safety.

Main duties and responsibilities

- Be responsible for the effective management of Health, Safety and Wellbeing within the Trust.
- To ensure that appropriate Health and Safety policies, procedures and working practices are in place and to ensure that the Trust complies with and strives to exceed the standards required by health and safety legislation.
- To advise managers on health and safety matters and promote a positive health and safety culture amongst managers and colleagues.
- Along with managers, develop a framework of risk assessments and controls which cover both day to day and hazardous working practices and operations.
- To work alongside the Property and H&S Manager to ensure that workplaces are inspected, monitored, and audited at appropriate intervals so that working environments are safe for our colleagues.
- To work alongside the Property and H&S Manager to advise on the safety aspects of new plant, equipment, workplaces and working procedures, to ensure the necessary standards of health and safety are achieved.
- To identify health and safety training needs across the Trust.
- Lead the project on Workplace passports, adjustments and reporting/ recording of interventions.
- To effectively manage and monitor the SLA with the Council and our Occupational Health contracts.
- In conjunction with managers, and health and safety colleagues, develop and review appropriate health and safety policies, strategies, and practices.
- Provide reports and updates on H&S issues and projects.
- Propose improvements and interventions in line with themes emerging from the data and team feedback.
- Be responsible for the Wellbeing steering group and wider wellbeing project within the Trust.
- Write formal managerial reports for health and safety projects and performance and presenting to senior management team and all stakeholders.



- ## About you

- You will hold a relevant H&S qualification such as: NEBOSH Diploma, NVQ or BSC Level 6 in H&S.
- Proven experience of leading on Health, Safety and Wellbeing in a similar sized organisation.
- Analytical in your thinking with the ability to make effective decisions.
- Understanding of the law relating to Health and Safety in the workplace.
- Strong interpersonal skills with the ability to build trusted relationships with others.
- Ability to work independently and collaboratively, with a high level of integrity.
- Excellent analytical skills with the ability to draw conclusions and identify trends from data analysis.
- Ability to handle sensitive information with discretion and confidentiality, and in line with GDPR requirements.
- A commitment to dignity and respect and maintaining impartially.
- A commitment to fairness, equity, diversity, equality, and inclusion.
- Experienced user of Microsoft Office packages.

