

## Health, Safety & Facilities Officer

An exciting job opportunity at Cardiff Women's Aid (CWA) for someone who is dynamic, inquisitive, has a passion for rights, diversity and inclusion and wants to fight alongside those who may not have a voice. We are a women's equality organisation which exists to eradicate violence against women and girls and to support survivors. We recognise that ending violence and abuse takes a whole society approach to social change, and it needs you to help us achieve this.

We have a generous benefit package:

- Generous Annual Leave Package Totalling 26 Days (Plus Bank Holidays)
- Pension
- Life Assurance
- Employee Assistance Program - That Supports Your Health and Wellbeing at Home and at Work
- Flexi Working
- Paid Company Sick Pay & Emergency Dependent Leave
- Real Living Wage Employer
- Access to Occupational Health
- Access to Clinical Supervision (role dependant)
- Bike to work scheme, among other benefits.

<b>Job Title:</b>	Health and Safety and Facilities Officer
<b>Salary:</b>	£29,500
<b>Hours:</b>	Full Time (35 hours across 5 days)
<b>Working pattern:</b>	Flexible in line with the needs of the job (occasional weekends as needed)
<b>Contract Type:</b>	FTC to July 2025
<b>Location:</b>	Cardiff Women's Aid locations across Cardiff

<b>Responsible to:</b>	Support Services Manager
<b>Context of Job:</b>	Cardiff Women's Aid (CWA) offer specialist violence against women, domestic abuse, and sexual violence services. CWA is the lead agency in the delivery of an end to end, crisis to recovery, change that lasts service. Using a trauma-informed model, we wrap the right packages of support, advocacy, and accommodation around our service users.
<b>Purpose of Job:</b>	Ensure that all CWA properties are clean, maintained and in good working order including all property assets. Arrange any needed repairs, through contractors, resolve any concerns or complaints from clients and staff around facilities and properties, look after the grounds, ensure that all buildings and staff conduct comply with all Health and Safety, facilities and Building Regulations.

***Post open to women only under the Equality Act 2010 pursuant to Schedule 9, Part 1.***

***This role is subject to an enhanced DBS check. We are committed to supporting and promoting equality and diversity and to creating an inclusive working environment.***

### **Main Duties:**

Buildings management for all sites:

- Oversee the smooth running of all sites.
- Ensure adequate insurance cover
- Keep vital services functioning including hot water, heating, work environments.
- Liaise with cleaning contractors to ensure cleanliness of all buildings
- Ensure tidy upkeep of garden areas.
- Address any staff or client complaints about buildings and their maintenance.
- Project manage building maintenance and facilities scheduling, preventive maintenance, building refurbishments/works.
- Liaise with housing associations and contractors to schedule all maintenance

and/or repairs.

- Respond to urgent maintenance calls.
- Participate in the creation of contingency plans.
- Monitor the facilities response system.
- Liaise with contractors to ensure all issues are rectified.
- Manage all contractors on site.
- Ensure rental and licence agreements are in place and up to date.
- Safeguard the security of all buildings.
- Liaise with properties landlords regarding leases and contracts, in partnership with the accommodation manager.

Ensure compliance with health and safety (H&S) standards across all CWA sites

- Monitor and actively manage H&S in line with legislation and CWA policies.
- Keep up to date and ensure compliance with H&S legislation and regulations.
- Ensure fire safety compliance of all buildings.
- Liaise with external H&S advisors.
- Monitor and update the H&S system.
- Update risk register regarding H&S.
- Create quarterly H&S reports for trustee board meetings.
- Maintain the quality management system and environmental management system and represent the organisation as the environmental and H&S lead
- Develop and deliver H&S inductions and training for all staff and management

### **General Responsibilities:**

All staff have a responsibility to work with colleagues in maintaining service delivery.

- To represent Cardiff Women's Aid and to promote its ethos; to work in a positive collaboratively way and to feedback fully to the organisation

- Undertake training to update skills in line with Cardiff Women’s Aid Training and Development Policy
- To maintain anti-oppressive and anti-discriminatory work practises
- Abide by the organisations confidentiality policy
- To ensure that personal behaviour demonstrates integrity, openness, non-judgemental and supports diversity
- Attend meetings as necessary
- Maintain timesheets
- Understand and follow all Cardiff Women’s Aid policies and processes
- Participate in the supervision system

***It is the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way and tasks which are not specifically covered in their job description may have to be undertaken.***

## Person specification

<u>Criteria</u>	<u>Essential</u>	<u>Desirable</u>
<b><u>Knowledge and experience</u></b>		
Excellent working knowledge of Google and Microsoft – Google docs, Google Sheets, Word, Excel, Powerpoint	✓	
Experience of overseeing facilities and health and safety / fire safety management.	✓	
Experience of working with a range of different teams, with different needs and expectations	✓	

<u>Skills/ Qualifications/ Professional Membership</u>		
IOSH qualified	✓	
Good levels of literacy and numeracy	✓	
Methodical and organised with the ability to multitask	✓	
Excellent communication and interpersonal skills	✓	
Ability to work to tight deadlines and work under pressure	✓	
Ability to manage multiple health and safety platforms.	✓	
Ability to liaise with multiple external partners	✓	
Ability to work within a team and independently	✓	
Managing and analysing data and information	✓	
Welsh Speaker		✓

<u>Personal Qualities</u>		
Knowledge of the Women's Aid Movement		✓
Discretion and trustworthiness: you will often be party to confidential information	✓	
Honest and open	✓	
Flexible and adaptable	✓	
Self-motivated and team driven	✓	
Commitment to equality and diversity	✓	
Act with integrity and respect when working with all colleagues	✓	