



## **JOB DESCRIPTION**

### **Safety and Compliance Officer (Beacon Service)**

#### **1. Purpose of the job**

We are seeking a diligent Safety and Compliance Officer to ensure that our Beacon Service and organisation maintains the highest standards of health and safety and property compliance in line with current legislation and regulation for the sector. The Safety and Compliance Officer is responsible for conducting and documenting property risk assessments, property compliance checks, VOID turnarounds and ensuring health and safety policies and procedures across Beacon locations are implemented. Creating a safe environment for our colleagues and clients is paramount.

#### **2. Reporting and working relationships**

The successful candidate will report directly to the Asset Manager and work closely with the Safety and Compliance Co-ordinator, Beacon team, properties team and service teams across the organisation.

#### **3. Salary**

£27,000 (4% cost of living rise to be applied from 1<sup>st</sup> April 2026)

#### **4. Hours**

37 hours per week. Main operating hours will be Monday to Friday 9am to 5pm. Due to the nature of our services a degree of flexibility will be required.

#### **5. Location**

Based at our Central Office in the Property Services Department. The Beacon portfolio includes 3 Intensive Support Environments which have a small number of satellite properties and 104 properties in the community. (This is subject to change based on contract requirements) The role will involve regular property inspections across all locations and flexible working may be considered.

#### **6. Key responsibilities**

- Risk Assessment: Conduct regular risk assessments of our housing facilities to identify potential hazards and implement appropriate control measures to mitigate risks.
- Training and Education: Provide health and safety information / support to staff members when required.
- Incident Management: Investigate accidents, incidents, and near misses, and implement corrective actions to prevent recurrence. Maintain accurate records of incidents and ensure that they are reported to the relevant authorities as required.
- Property Inspection and Compliance: Complete compliance documents in line with health and safety regulations and standards, conducting audits and inspections to identify areas for improvement and ensure that corrective actions are implemented promptly. Keep concise records of all property compliance.
- Property Maintenance and Repairs: Where necessary support the Beacon Team and property repairs manager in the coordination of repairs and maintenance on properties, including management of keys.
- VOID Turnaround: Complete all VOID property checks, co-ordinate with the Property Repairs Manager to facilitate any repairs required including any new carpets, furniture etc required.
- Emergency Process: Ensure emergency response plans for Beacon housing facilities, including evacuation procedures, first aid protocols, and communication strategies are in place.
- Environmental Management: Ensure organisation measures to promote environmental sustainability and reduce the organisation's carbon footprint, such as waste management initiatives and energy conservation programs are implemented in Beacon properties.
- Stakeholder Liaison: Liaise with external stakeholders, including regulatory bodies, local authorities, and contractors, to ensure compliance with health and safety requirements and standards.
- Property and HR: Work in partnership with the Beacon Team, Property Services and HR to deliver company policy and procedure to ensure safe working practices are adhered to
- To support TLA services and teams within my area of responsibility as and when required

## **7. Qualifications and Experience**

- Experience in a similar role, preferably within the supported housing or social care sector.
- Knowledge of health and safety legislation, regulations, and standards relevant to supported housing organisations.
- Knowledge of social housing compliance or property management desirable
- Strong analytical skills with the ability to conduct risk assessments and incident investigations effectively.
- Excellent communication and interpersonal skills, with the ability to engage with staff at all levels and external stakeholders.

- Self-motivated and proactive with a strong commitment to promoting a positive health and safety culture.
- Ability to work independently and collaboratively as part of a multidisciplinary team.
- Excellent IT and admin skills
- Driving and own transport is essential for this post due to the travel between properties required.

## **8. General**

- To commit to TLA's values and be an active member in the wider life of TLA
- Understand, establish and be committed to professional boundaries
- Committed to own learning and development and new ways of working
- To take part in any course, seminar, conference / learning activity as required
- To attend regular and planned supervision

TLA requires applicants to disclose all criminal convictions and cautions; no matter how long ago they occurred and regardless of whether the offences were committed as a juvenile or adult, including any overseas cautions or convictions. The organisation undertakes an Enhanced Disclosure and Barring Service (DBS) check for all successful candidates and a confirmed offer of employment is dependent on a satisfactory response from the DBS.