

Your Job Description

At Moat, you'll embrace our vision, our professional standards, and behaviours wholeheartedly and uphold our values, actively contributing to our culture that is open, effective, customer-driven and driven by curiosity.

Who we are

We're a Housing Association, offering hybrid working, competitive pay and a supportive environment.

Our vision is to lead as a customer pioneer, driven by outside-in thinking, and dedicated to delivering an exceptional customer experience. We value every colleague and every team and want to support you in being the best you can be.

How we work

Our values and the way we behave form the cornerstone of our journey to achieving our purpose of 'opening doors to better lives' for our customers and our vision to become Customer Pioneers. Our standards and behaviours support our values and they provide clear expectations about how we behave and work as Moat Housing Professionals. You can find these below and the full behaviour framework on our website or intranet.

Be the Change

Be flexible and adaptable to change, sharing ideas and focusing on solutions.

Our Standards

Be inclusive
Be a leader

Our Behaviours

Be adaptable
Be smart working

Better Together

Set high standards, working together and welcoming every opportunity to learn and improve.

Our Standards

Be knowledgeable
Be skilled

Our Behaviours

Be collaborative
Be smart working

Own it

Take personal responsibility for making things happen and seeing things through.

Our Standards

Show integrity
Be ethical

Our Behaviours

Be empowered
Be accountable

Lead by Example

We work hard for our customers and take pride in making a difference to their lives.

Our Standards

Be an advocate

Our Behaviours

Be supportive
Be nurturing



We recognise the significance of equality, diversity, and inclusion (EDI) in achieving success, and we're fully committed to being genuinely inclusive in everything we do. As a Moat Housing Professional, we expect you to show strong commitment to our approach to EDI and to our health and safety, compliance, and code of conduct policies and practices.

Health & Safety Advisor

Who is in my team?

Team	Health, Safety & Facilities
Business Area	Head of Health, Safety & Facilities Management
Line Manager	N/A
My direct reports	December 2024

What's my role?

Give advice and support for relating to all relevant health and safety legislation, regulations, Approved Codes of Practice in place.

Give specialist advice and support in the management of Moat's construction and related activities.

What am I accountable for?

- Carry out health and safety inspections, compliance audits and other workplace site inspections working with key stakeholders to make sure any shortfalls are addressed in a timely manner to the suit the risk posed.
- Make sure that contractors' risk assessments, method statements, pre-construction phase H&S checks and other H&S related documentation are correct.
- Let the relevant stakeholder know if the contractors' initial construction phase plans are ok.
- Hold Principal Designer responsibilities for minor Construction, Designs and Management (CDM) projects, acting as Principal Designer as required under the CDM 2015 regulations, notifying the HSE using Form F10 for notifiable projects as required.
- Managing Pre-Construction Information for Moat as Client / Principal Designer.
- Making sure that health and safety records are updated following minor CDM projects.
- Carryout accident investigations on all health and safety related accidents and incidents, including those involving our customers.
- Make reports on contractor health and safety key performance indicators (KPI's) including incidents, inspections and audits for internal and external purposes.
- Give advice and support to the relevant stakeholders to help them comply with their duties and to make sure adequate arrangements are in place for managing projects.
- Work with all areas within Moat to communicate and promote health and safety.

- Assist the Head of Health, Safety & Facilities Management in the delivery of other health and safety actions.
- Deputise for the Head of Health, Safety & Facilities Management as required for the health and safety side of the role.
- To carry out any other work tasks relating to the role that may be required from time to time, as required by the line manager.
- Keeping accurate records and manage all data in accordance with our Data Governance Framework, relevant legislation, and best practice. You must also understand and fulfil your responsibilities as set out in this framework.
- Carrying out my work in line with our:
 - Professional standards, reflecting our values and behaviour framework
 - Policies, procedures, and code of conduct
 - Commitment to equality, diversity, and inclusion
 - Health and safety responsibilities
 - Confidential reporting (whistleblowing) policies

What do I need?

Entry Requirements:

- A good standard of education, with good literacy and numeracy, and able use Microsoft Office well. Able to use database systems to extract data and make reports.
- Health and Safety qualifications equivalent to NEBOSH Construction Certificate or NEBOSH General Certificate.
- A good knowledge and practical experience of working in a construction health and safety role, with evidence of providing health and safety support to construction projects.
- Experience in the role of Principal Designer on a range of construction projects.
- Membership of the Association of Project Safety at Associate or above would be advantageous or equivalent evidence.
- An ability to adequately assess construction phase health and safety plans.
- Experience of inspecting a range of project types including new build construction projects and working with contractors and site management.
- A thorough technical knowledge of CDM, asbestos, working at height, fire, electricity, confined space working and the management of permit to work systems.
- Knowledge of landlord duties required.
- Able to conduct accident investigations including root cause analysis.
- To be customer focused.

Proficient Requirements

- Able to independently manage a full programme of general and construction health and safety audits and site inspections, including tracking recommendations and responses.
- Able to independently manage the CDM tasks on minor CDM projects throughout the lifecycle of a project.
- Able to adequately deputise for the Head of Health, Safety & Facilities Management including all health and safety reporting and team management.