



## Work with us...

### Join our Business Support team

Job description, person specification and other information on why joining the Dimensions team is a great choice to make!



# Welcome

As one of the country's largest not-for-profits, we are driven by our values. People with learning disabilities and their families are at the heart of everything we do and we want every person we support to have a great life, with excellent outcomes. We couldn't achieve this without a wide range of business support functions, either based within our central services teams or within regional teams.

It all starts with you!

## Why choose Dimensions?

We're an organisation that sets the standards for our sector.

By joining one of our business support functions you'll use market leading technology and tools to help us become an exemplar organisation, making sure we're the best we can be.

We encourage all our colleagues to have a healthy work-life balance and we'll work with you to regularly identify opportunities to develop your skills and career.

We can offer great opportunities for career development and offer sector-leading training programmes and qualification opportunities.

We are an inclusive employer, valuing the diversity of our workforce, being respectful of differences and making reasonable adjustments to ensure people reach their full potential.

Your hard work and dedication won't go unnoticed. You'll make a real difference to people's lives and could be nominated for our Inspiring People recognition scheme.

## Our team and our values

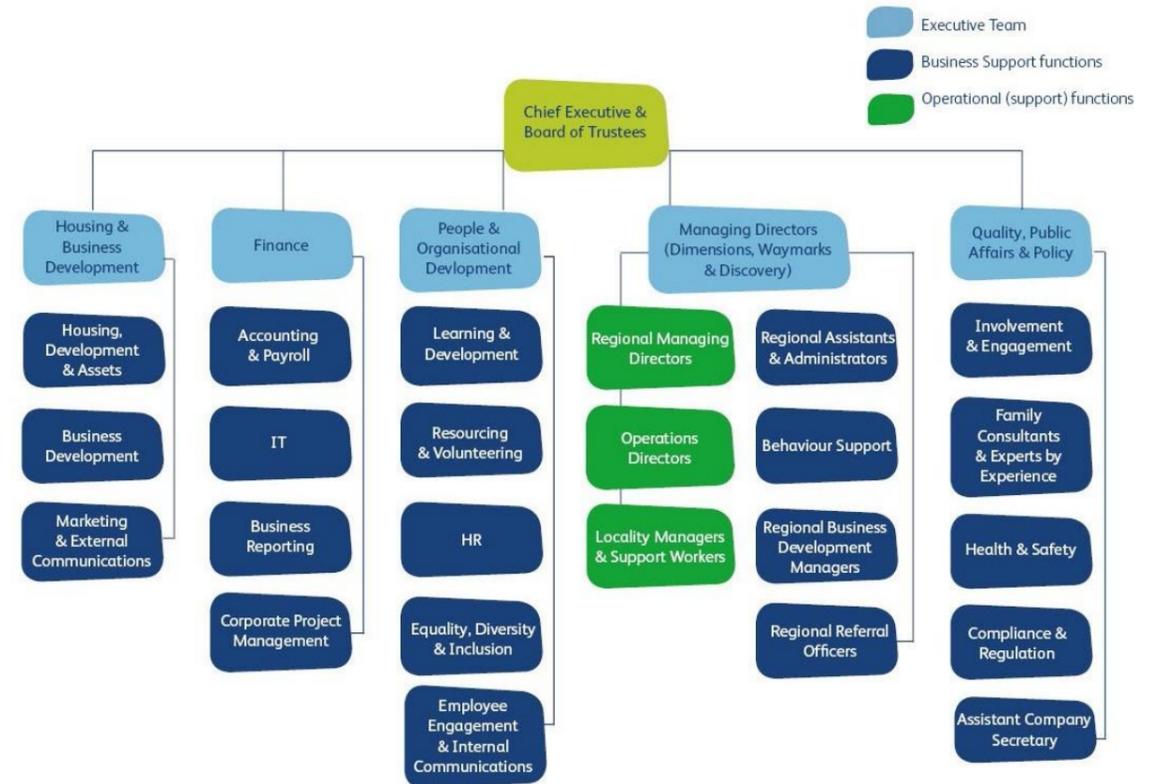
We are a values based employer, which means we expect everybody to demonstrate our five core values:

- **Ambition:** helping people be the best they can be
- **Courage:** being brave enough to make a difference

• **Integrity:** being honest and fair in all the things we do

• **Partnership:** working with other people to make a bigger difference

• **Respect:** treating everyone fairly and knowing that everyone's voice is important.



Our career development programme:

## Aspire

All permanent colleagues have regular opportunities to gain a place on our award-winning career development programme, Aspire.

If you secure a place, you'll explore new ways and opportunities to progress with help from a professional career coach.

Your coach will support you to develop your training, job shadowing and networking opportunities.

From here, you'll work together with your line manager to establish a career development plan and see how you can achieve your goals.

Our skills development programme:

## Learning Connect

Learning Connect is a fresh and interactive online learning platform available to all our colleagues.

You'll have the opportunity to work through a wide range of training courses and development pathways – learning new skills and improving your knowledge in areas such as assertiveness, time management, project management and handling conflict.



## Our benefits

Our sector-leading package of colleague benefits really builds up... Your benefits can be worth up to £1,220 per year.

### Your reward

- Competitive salary.
- 30 days annual leave entitlement (including bank holidays), rising to 35 days.
- Pensions, including a money purchase scheme with employee and employer contributions.
- An occupational sick pay scheme.
- The opportunity for flexible working.

### Looking after you

- Free access to the Employee Assistance Programme (EAP) with a 24/7 helpline for advice – also available to family members.
- A comprehensive wellbeing strategy and listening network.
- Free death in service life assurance cover.

### Valuing you

- Discounts and cashback on shopping through Rewarding Dimensions.
- Recognition of excellence in our Inspiring People awards.
- £200 bonus for recommending a friend to work for us if they're employed.
- You may also benefit from a work mobile phone, our bike to work scheme, season ticket loans, and more.



### Your development

- We provide a thorough induction and training programme when you join us.
- In addition to regular 1-2-1s and annual appraisals, we'll help you develop and progress your career.
- We've invested to provide you with free, ongoing access to a huge range of training and support to help you develop.

### Moving on up

- We offer fantastic career development opportunities and have a 'promote from within culture'.
- Aspire, our award-winning career development programme, will support you to develop the skills, confidence and experience to progress your career within the Dimensions Group.
- We provide financial bonuses every five years through our Long Service Awards.

“Every individual makes a difference to the quality of support we provide, whatever job they do”

**Stella Cheetham**

**Group Director of People & Organisational Development**



“At Dimensions we believe that each and every role within the organisation contributes to achieving our organisational purpose: supporting people with a learning disability or autism to enjoy life to the full.

We encourage people from our central services to get out and about, to meet our operational colleagues and experience the work we do to support people.

We recognise that all of our roles have a vital contribution to make. We ensure that everyone is aware of the individual difference they can make to the quality of support we provide, whatever job they do.”

# Health and Safety Advisor

## Job description and person specification

Accountable to: Trudy Clements

### Purpose of the role

To ensure the continuous improvement of all levels of health and safety within Dimensions services and offices, through conducting fire risk assessments, investigation of RIDDOR incidents, insurance claims and advising managers within the Company.

### Core duties

- To assist in ensuring that health and safety systems support Dimensions staff in the delivery of services that are compliant with contract terms and statutory legislation.
- To support managers in developing health and safety plans to ensure the effective management and good practice in the maintenance of a safe and healthy working and living environment
- To assist in the maintenance of a central database which allows the analysis of health and safety and statistical information and the monitoring of Dimensions performance on a routine and an exceptional basis
- To assist in seeking continuous improvement in Dimensions health and safety policies and procedures through ensuring good communication and implementation of best practice
- To ensure that a programme of safety audits and inspections are maintained
- To assist managers in identifying health and safety training needs
- To assist in the provision of suitable health and safety training for staff as required
- To provide a technical and professional support service to managers as appropriate
- To respond to requests for assistance, advice and information on health and

- safety related matters, referring to appropriate internal and external resources
- To advise on the management of accidents and incidents in accordance with RIDDOR and other regulations and to provide support in the investigation of
- accidents and incidents where appropriate
- To identify with the Group Health and Safety Manager , personal development objectives having regard to occupational standards and an assessment of your own competencies
- Build effective working relationships with the health and safety team
- To contribute to local health and safety groups
- To work with managers and nominated health and safety representatives to ensure that Dimensions services comply with current health and safety legislation
- To ensure that Dimensions managers have timely and relevant health and safety management information
- To represent Dimensions effectively with external organisations and through this maintain the Dimensions credibility and reputation

In addition to the above the Health and Safety Adviser is expected to:

- Act as a comprehensive support function to the Health and Safety department for ad- hoc tasks and future organisational projects
- Undertake other duties from time to time as required by the Group Health and Safety Manager
- Maintain applicant/employee confidentiality in accordance with our data protection policy and procedure

### Please note:

This job description is not exhaustive and reflects the type and range of tasks, responsibilities and outcomes associated with the role.

In addition to the above you are expected to:

- Undertake other duties from time to time as required by your manager or Head of Department / Director.
- Maintain confidentiality in accordance with our data protection policy and procedure.

## Person specification

Please use this in conjunction with the advertised requirements. The final column indicates how we will tell if you have provided evidence of the required criteria. Criteria considered from the application form will be marked Shortlisting, those reviewed when we meet you will be marked Interview and those considered via assessment at interview will be marked Test.

<b>Qualifications</b>		
NEBOSH General Certificate	Essential	Shortlisting
Diploma or NVQ 5 in Occupational Health and Safety	Desirable	Shortlisting

<b>Experience</b>		
At least 2 years Health and Safety experience	Essential	Shortlisting/ Interview
Experience of carrying out fire risk assessments	Desirable	Shortlisting/ Interview
Previous experienced gained within a care sector	Desirable	Shortlisting/ Interview
Experience of working to targets / deadlines	Essential	Shortlisting/ Interview

<b>Skills</b>		
Have clear verbal and written communication skills	Essential	Shortlisting/ Interview
Be able to demonstrate excellent IT skills	Essential	Shortlisting/ Interview

<b>Knowledge and understanding</b>		
Knowledge and Understanding of the role of Health and Safety regulations.	Essential	Shortlisting/ Interview
Knowledge of developing health and safety plans	Essential	Shortlisting/ Interview
Knowledge and understanding of conducting safety audits and inspections and maintaining accurate data of audits	Essential	Shortlisting/ Interview

<b>Attributes</b>		
Sense of urgency / ability to work at a fast pace	Essential	Interview
Target / results driven	Essential	Interview
Willingness to undertake training	Essential	Interview



## Contact us

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## Find out more

[www.dimensions-uk.org](http://www.dimensions-uk.org)

Find us on social media @DimensionsUK

#WeAreDimensions

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