



Job Description

Job Title: Premises Officer

Job Location: Haywards Heath, UK

Reports to: Head of Corporate Services

Responsible for: N/A

Department: Finance & Performance

Job Purpose

Working as part of the Corporate Services Department, within the Finance & Performance Directorate, the Premises Officer will be responsible for ensuring the UK office adheres to all Health & Safety legislation, policies, statements and procedures. To plan, manage, implement and monitor preventative safety measures and promote a positive health, safety and environmental culture within the workplace.

Principal Accountabilities:

- Health, Safety and Premises management
 - Review and develop all aspects of Sightsavers UK Office Health & Safety documentation and ensure that it is implemented consistently
 - Ensure compliance with and educate employees on our UK Health & Safety policy and recommend policy changes as and when required
 - Work collaboratively with the Head of Corporate Services and other members of the Corporate Services team to establish and maintain a programme of continuous improvement in the management of Health & Safety
 - Monitor and review Health & Safety legislation and ensure that the organisation has systems and procedures in place to meet legal compliance
 - Conduct rigorous premises & employee risk assessments and accident management procedures as required ensuring that appropriate control measures are in place.
 - Organise ad hoc specialist assessments where sensitivity and confidentiality is paramount
 - Administer and maintain a central record of documentation relating to Health & Safety, including those in line with legal compliance e.g. COSHH and the displaying of other notices
 - Work with the HR Business Partners and overseas offices to promote and support improved Health & Safety within the organisation
 - Ensure the UK office is maintained to a high standard by proactively working with Contractors and building management
 - Produce annual forecasts for premises costs and continually monitor spend. Ensure accurate data is being reported, maintained and determine where efficiencies can be made

- Assist the Head of Corporate Services with ad-hoc tasks and projects.

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the jobholder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

- Experience of working within a Health & Safety role in an office environment
- Education to at least A level or equivalent.
- Experience of working across cultures (*desirable, not essential*).
- Experience of taking a pro-active approach to work to make sense of issues, identify and solve problems.
- Experience of researching information and providing accurate advice and guidance to colleagues at all levels of the organisation
- Comprehensive experience of using Outlook, Word & Excel

Skills (Special Training or Competence):

- A recognised safety qualification e.g. NEBOSH
- Well organised with an appreciation of meeting project commitments
- Self-starter that is capable of working independently
- Excellent communication skills both verbal and written
- Ability to multi-task and effectively manage a diverse workload
- Ability to handle sensitive and confidential information
- Empathy to support other members of staff with issue resolution and to meet project deadlines
- An understanding of and commitment to equality of opportunity and social inclusion
- Ability to work well as part of a team

Core Behaviours:

- Communicating & influencing
- Decision making
- Team working
- Planning & organising
- Change & improvement
- Delivery and implementation

Key Relationships

Internal

- Other members of Corporate Services
- Other members of Finance & Performance
- First aiders and fire wardens
- HR Business Partners
- Senior management
- Country & regional offices
- All employees

External

- Suppliers
- Contractors & managing agent
- Software providers
- Peer Groups within sector

Financial Data

Annual £ Expenditure Responsibility
(Including Payroll) £

Payroll Expenditure
(Including Pension etc.) £

Date as of: May 2019