

## About us...

Lincolnshire



Lincolnshire Co-op, based in the historic city of Lincoln, is one of the most successful and progressive independent co-operatives in the country, with an annual turnover in excess of £300 million.

## Essential Information – what you need to know

## Job purpose:

- Implementing best practice and providing effective advice, support and assurance regarding health and safety across all Society trading areas.
- Supporting the business with discharging its legal duties and compliance obligations for health, safety, welfare, food safety and environmental risk.
- Working collaboratively with other colleagues within the Health and Safety team and with the wider business.

## You'll report to:

- Head of Health, Safety and Security

## Your hours

- 37.5 hours per week (minimum).
- Typical working hours will be Monday – Friday, 8.30am – 5.00pm.

## Your relationships:

- Colleagues within the Health and Safety team
- Colleagues within the wider organisation which include Community, Membership, Human Resources, Health & Safety, Learning & Development, etc.
- External stakeholders, customers and local partners.

## What you'll bring to us:

- Achievement of a recognised health and safety qualification (IOSH, NEBOSH) would be advantageous, however full training will be provided.
- Effective verbal and written communication skills.
- Experience of dealing with a fast-paced, multi-site retail environment would be advantageous.
- Proven ability with building relationships both internally and externally.
- A pro-active nature with a willingness to investigate problems and suggest solutions.
- An ability to read and effectively influence situations.
- Effective team working and time management skills, with the ability to work under pressure and prioritise tasks when needed.
- Proficient in the use of Office 365 (Outlook, Word, Excel, etc.).
- A full driving licence and access to a vehicle for business use.
- An appreciation of the purpose and approach of Lincolnshire Co-op.



**Providing and supporting**  
valued services



**Helping to grow the**  
local economy



**Caring for our**  
health and wellbeing



**Looking after**  
our local environment

Together we are...

Your Purpose – I will contribute to my team and the Society’s ongoing success in this role by...

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| <div>Your duties and responsibilities</div> | <ul style="list-style-type: none"><li>- Leading and monitoring continuous improvement based on data and root cause analysis of incidents, near misses and environmental occurrences, investigating such instances where necessary.</li><li>- Formulating practical ways to ensure engagement of all stakeholders on a an individual and team basis.</li><li>- Actively seek to improve health and safety standards by evaluation of practicalities, continuous improvement techniques and best practice sharing.</li><li>- Helping to maintain positive working relationships with any relevant external stakeholders, including enforcing bodies, insurers, contractors and members of the general public.</li><li>- Ensuring all legal obligations are met, investigating any issues where necessary and recommending changes and improvements to rectify these within a given timescale.</li><li>- Carrying out audits, actions and reporting to ensure the Society maintains a consistent approach to all health and safety standards.</li><li>- Developing and implementing any relevant training to improve the Health and Safety proposition for the Society, working with colleagues from Learning and Development to provide this.</li><li>- Producing, reviewing or assisting with the production of risk assessments, policies, procedures, reports and communicating any updates to the wider Society.</li><li>- Creating an environment which encourages colleague engagement with all health and safety matters, including near miss reporting and the generation of ideas for improvements.</li><li>- Supporting the Head of Health, Safety and Security with developing new and best practice alongside implementing agreed programmes to deliver continuous improvement.</li><li>- Helping to identify risks, controls, reasonable adjustments and signposting colleagues towards additional help, support or resources where appropriate.</li><li>- Taking ownership of keeping up to date with any changes to compliance, laws, standards and internal policy changes and understand where such information can be obtained and the impact these changes may have.</li><li>- Taking ownership of ongoing training and development through our e-learning platform and attend any training courses that may be required within the role.</li><li>- Procuring and distributing health, safety and welfare provisions if not managed locally or by another support function.</li><li>- Acting as a representative for the Society at any external events as needed.</li><li>- Demonstrating good working practices to other colleagues as an advocate for health and safety, offering support and guidance to assist their development when required.</li></ul> |
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## Together we THRIVE...



- **Trustworthy** – we do what we say we'll do and trust others to deliver to the best of their ability
- **Helpful** – we support and challenge each other collaboratively, no matter the role or level.
- **Respectful** – we listen to other views and opinions with consideration and celebrate differences.
- **Inspiring** – we role model what good looks like and lead by example to be better.
- **Valued** – we recognise achievements and appreciate everyone's contributions.
- **Empowered** – we listen and encourage each other to take opportunities.

## Your Approach – how you will contribute to your team and the Society's ongoing success in this role.

### I will be Trustworthy by:

- Using data and investigation findings to drive improvement.
- Following through on actions from audits and reviews.
- Meeting legal obligations with care and precision.
- Maintaining consistent and accurate health and safety records.

### I will be helpful by:

- Offering clear guidance and support to colleagues
- Developing relevant training with Learning and Development partners.
- Sharing practical tools and templates Society-wide.
- Supporting teams with near miss and incident follow-up.

### I will be respectful by:

- Encouraging everyone to share ideas for improvements.
- Respecting input from contractors, insurers and the public.
- Listening actively during audits, visits and reviews.
- Promoting a culture where all voices are heard.

### I will inspire others by:

- Demonstrating high standards through daily working practices.
- Advocating for a proactive safety-first culture.
- Supporting colleagues in their health and safety growth.
- Representing the Society positively at external events.

### I will value people by:

- Celebrating improvements and positive behaviours in safety.
- Acknowledging proactive near miss and incident reporting.
- Thanking others for their support during audits.
- Recognising shared responsibility in risk management.

### I will empower others by:

- Encouraging self-led learning and development.
- Promoting ownership of local safety procedures.
- Supporting others to lead and improve their environments.
- Helping teams understand compliance impacts and responsibilities.



### Your behaviours

**Adhering to Principles and Values** – responding suitably to values-led decisions

**Presenting and Communicating Information** – translating information appropriately

**Relating and Networking** – sharing knowledge to develop and learn from others

**Working with People** – building a strong and adaptable team

**Your Behaviours** – how you will contribute to your team and the Society’s ongoing success in this role.

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| I will adhere to the principles and values of the Society by: | <ul style="list-style-type: none"><li>- Being honest, transparent and consistent in all actions and communications.</li><li>- Treating others with dignity and respect, valuing their diversity and different perspectives.</li><li>- Listening actively and consider the opinions of others.</li><li>- Taking accountability for my actions and decisions.</li><li>- Fostering a spirit of teamwork, co-operation and positive relationships.</li></ul> |
| I will present and communicate information clearly by:        | <ul style="list-style-type: none"><li>- Tailoring my communication to the level of understanding and background of the audience.</li><li>- Paying close attention to others when they speak.</li><li>- Providing examples to illustrate complex concepts to make my message more relatable.</li><li>- Encouraging feedback and questions from colleagues to clarify understanding.</li></ul>                                                             |
| I will build a network of customers and colleagues by:        | <ul style="list-style-type: none"><li>- Offering value to my network by sharing relevant insights, information, or resources.</li><li>- Fostering genuine relationships by demonstrating authenticity and integrity in my interactions.</li></ul>                                                                                                                                                                                                        |
| I will work collaboratively with my colleagues by:            | <ul style="list-style-type: none"><li>- Demonstrating an interest in and understanding of others.</li><li>- Recognising and rewarding the contribution of others.</li><li>- Listening and consulting with others and communicating appropriately.</li><li>- Supporting and caring for colleagues.</li><li>- Developing and openly communicating self-insight such as an awareness of own strengths and weaknesses.</li></ul>                             |