



# GOODWOOD

## The Role

The **Health and Safety Officer** will be part of the Group Health & Safety Department and report to the Health & Safety Manager.

## About us

At Goodwood we celebrate our 300 year history as a quintessentially English Estate in modern and authentic ways delivering extraordinary and engaging experiences. Our setting, 12,000 acres of West Sussex countryside, and our story both play significant roles in Goodwood's success.

What really sets us apart is our people. It is their passion, enthusiasm and belief in the many things we do that makes us the unique, luxury brand we are.

## Passionate People

It takes a certain sort of person to flourish in such a fast-paced, multi-dimensional environment like Goodwood. We look for talented, self-motivated and enthusiastic individuals who will be able to share our passion for providing the **“world's leading luxury experience.”**

## Our Values

### The Real Thing

Always be inspired by Goodwood's heritage

### Derring-Do

Daring to surprise and delight

### Obsession for Perfection

Striving to do things even better

### Sheer Love of Life

Sharing our infectious enthusiasm

## Purpose of the role

As part of a small team, this role will be responsible for assisting with advising, monitoring and assisting the organisation in achieving legal compliance and best practice.

Overarching this purpose is to drive a change programme focusing on Goodwood meeting their legal health and safety obligations and to assist with driving a positive culture across the many varied departments and activities undertaken at Goodwood.

## Key responsibilities

- Assist in the delivery, at every stage, of the health and safety management system
- Ensure the Company meets its statutory obligations in all areas pertaining to health and safety at work, and assist the H&S Manager with monitoring statutory training and reporting.
- Work with the H&S Manager for aspects of fire safety management including the carrying out of Fire Risk Assessments, ensuring the process is seen through to completion.
- Assist with safety inspections, carried out, fire drills.

- Assist with and monitor audits and checks.
- Keep up to date with all aspects of relevant health, safety, fire, environment & welfare at work legislation.
- Attend meetings as and when required to report on relevant health & safety matters.
- Be flexible and confident working across a multi discipline environment.
- Work on a rota system when required for our sporting events.
- Be part of an on-call rota system for effective management of the 365 business.
- Be confident with the risk register and salvage plan.
- Monitor and report on the status of outstanding actions and supporting and advising managers to achieve completion
- Any other reasonable duties which may be required by H&S Manager.

<b>Qualities you will possess</b>
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| <ul style="list-style-type: none"> <li>• Passion for what you do</li> <li>• Positivity and friendly with a “can do attitude”</li> <li>• Attention to detail</li> <li>• Ability to prioritise and organise</li> </ul> | <ul style="list-style-type: none"> <li>• Flexibility, tenacity and the ability to adapt</li> <li>• Good negotiation and influencing skills</li> <li>• Excellent communication skills</li> </ul> |
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<b>What do you need to be successful?</b>
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**Qualifications**

- NEBOSH or NCRQ Certificate in Occupational Safety and Health
- NEBOSH National Certificate in Fire Safety & Risk Management or similar
- Desirable –
  - Certificate in Fire Safety & Risk Management or similar
  - Certificate in Construction Health and Safety or similar

**Experience**

- Working as a health and safety officer in a diverse environment (preferred not essential).
- Risk Assessment, inspection and compliance.

Each role is assigned a level against our expected behaviour. Your role levels are set out below.

BEHAVIOUR	LEVEL
Think Customer	2
Communication & Trust	2
Taking Personal Responsibility	2
Encouraging Excellence & Commercial Success	2
Working Together	2