

Health and Safety Lead

CHURCH COMMISSIONERS FOR ENGLAND –
INVESTMENT DIVISION



CHURCH COMMISSIONERS *for* ENGLAND

JOB TITLE:	Health and Safety Lead – Real Assets
LOCATION:	Church House, Great Smith Street, London, SW1P 3AZ
ACCOUNTABLE TO:	Deputy Head of Real Estate
KEY RELATIONSHIPS:	Deputy Head of Real Estate, Head of London, Head of Land, all Real Assets wider team, external advisers and auditors, Head of Health and Safety for the NCIs
BACKGROUND:	<p>The Church Commissioners for England is a statutory corporation that is a major financial institution managing over £11 billion of assets for the Church of England and an administrative body with regulatory and quasi-judicial duties. It has representatives of Church and State on its governing body and is answerable to Parliament and the General Synod of the Church of England. Financial returns are used to support the mission and ministry of the Church of England.</p>
JOB SUMMARY:	<p>Reporting to the Deputy Head of Real Estate, the role oversees risk, health and safety performance within the division, including risks managed on the Commissioners' behalf. For example, Managing Agents handle the Commissioners' residential, commercial, farmland, mineral and timberland assets, ensuring compliance with relevant laws, identifying deficiencies, and tracking corrective actions. The post holder will collaborate with various internal and external stakeholders to promote a culture of safety and compliance across the portfolio and provide regular reports to senior management and internal oversight committees.</p> <p>The role also involves assessing modern slavery risks, primarily associated with the farmland portfolio, under the Modern Slavery Act 2015. Although the Commissioners do not directly undertake any activities associated with modern slavery, we acknowledge that agriculture is one of the most vulnerable sectors to labour exploitation. The postholder must evaluate portfolio risk profiles, conduct regular reviews, and escalate concerns.</p>

MAIN DUTIES AND RESPONSIBILITIES

GENERAL COMPLIANCE AND MONITORING

- Develop, implement, and monitor a compliance reporting programme for various property portfolios.
- Ensure that managing agents and service providers report accurately on compliance with legislation and the Commissioners' health and safety standards.
- Stay up-to-date on changes in health and safety, modern slavery legislation, and best practices.
- Prepare and present detailed compliance reports to stakeholders and internal committees, including the Commissioners' senior leadership.
- Lead on project contract matters such as JCT contracts and CDM requirements and lead on Building Safety Act compliance.

INCIDENT AND AUDIT MANAGEMENT

- Investigate incidents, accidents, near-misses, and reports of adverse events with managing agents, and report findings.
- Undertake internal audits and spot checks of compliance data.
- Assist with internal and external compliance audits.
- Participate in audits, investigations, and continuous improvement initiatives.
- Collaborate with management to monitor and follow up on corrective actions.

DATA ANALYSIS AND REPORTING

- Collect and analyse safety data from internal systems, incident reports, audits, and assessments.

- Identify trends, patterns, and emerging risks across operational activities.
- Develop and maintain dashboards, reports, and visualisations to communicate safety performance.
- Ensure data integrity and compliance with reporting requirements.
- Manage data and contribute to developing policies, guidance notes, and other materials based on insights.

STAKEHOLDER ENGAGEMENT

- Build and maintain relationships with key external stakeholders, including managing agents and building surveyors.
- Collaborate with Asset Managers and internal stakeholders to improve safety standards and develop guidance for external providers.

TRAVEL AND LOCATION

- Occasional travel to managing agents' offices and property assets across the UK may be required, including overnight stays. You must be able to wear personal protective equipment when attending sites.

The main duties and responsibilities of your post are outlined in this job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time, and you will be expected to agree to any reasonable modifications to your job description that are consistent with the general nature of your role. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION

ESSENTIAL

KNOWLEDGE/EXPERIENCE:

- Minimum of 3 years of experience in a health and safety compliance role or similar.
- Proven experience in a health and safety role within property management, rural estates, or agricultural operations.
- Experience of risk, health and safety issues arising on diverse property types, including commercial, farmland, timberland, or residential portfolios.
- Familiarity with managing health and safety compliance in construction activities and estate maintenance.
- Experience in incident investigation and reporting, including near-misses and environmental hazards.
- Demonstrated ability to work with managing agents and external contractors to ensure compliance with statutory obligations and internal standards.
- An understanding of the requirements of the Modern Slavery Act 2015.

SKILLS/ABILITIES:

- Strong data analytics and presentation skills.
- Proficiency in Microsoft Office Suite and compliance management software.
- Strong organisational skills and attention to detail.

- Excellent communication and interpersonal skills.

QUALIFICATIONS/TRAINING:

- Bachelor's degree in a related field.
- Professional certification in health and safety (e.g., NEBOSH General Certificate, NEBOSH Diploma or NVQ in Health and Safety).
- Strong knowledge of health and safety regulations and standards related to housing.

PERSONAL ATTRIBUTES:

- Proactive and self-motivated with a commitment to continuous improvement.
- Professional and approachable, with the ability to influence and support diverse teams.
- Commitment to promoting a positive safety culture across varied operational environments.

CIRCUMSTANCES:

- Some tasks may occasionally involve working out of normal office hours to meet deadlines.

GENERAL INFORMATION

WHO WE ARE AND OUR VALUES

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

WE INCLUDE. YOU BELONG.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life.

We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

STANDARDS OF BEHAVIOUR AND CONDUCT

Staff are expected to act at all times with due consideration for others and in a manner befitting their position as employees of the Church and as professionals, whatever their job.

HEALTH AND SAFETY RESPONSIBILITIES

The NCIs take Health and Safety at work very seriously and require their staff to familiarise themselves with, and follow, their policy.

CONFIDENTIALITY

Staff must not pass on to unauthorised persons any information obtained in the course of their duties without the permission of their Head of Department.

TERMS OF EMPLOYMENT

SALARY: Salary & Incentive are competitive.

LOCATION: Church House, London
(currently Hybrid 2-3 days in the office)

HOURS OF DUTY: Normal hours of work are 35 per week,
Monday to Friday with an hour's unpaid
break for lunch.

PENSION CONTRIBUTIONS: Staff will be automatically enrolled in the
Church Commissioners Pension Fund
with AVIVA unless they choose to opt out.

The National Church Institutions have an
income protection insurance arrangement.

PRIVATE HEALTH INSURANCE: Staff will be automatically enrolled in the
AXA and Medicash Private Health Schemes
unless they choose to opt out.

ANNUAL LEAVE: 25 days paid leave per year. This is
inclusive of public holidays and additional
holidays approved by your employer.

SEASON TICKET LOAN: Staff are eligible to apply for an interest
free travel season ticket loan for their
journey to and from work.

CONTRACT: This post is offered as a permanent
contract, subject to a six-
month probationary period.
