

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:

- Working collaboratively with all Society trading and operational areas to ensure legal compliance and effective management of health, safety, welfare, food safety, public safety (including anti-terrorism) and loss prevention.
- Providing expert, practical support to ensure risks are well-managed and embedded into daily operations.
- Taking responsibility for line management when needed, mentoring other members of the team and acting as a subject matter expert in either health and safety or security.

You'll report to:

- Head of Health, Safety and Security

Your hours

- 37.5 hours per week.

Your relationships:

- Colleagues from within the wider Health, Safety and Security (HSS) team.
- SME's, Managers and colleagues across the Society.
- Other internal relationships include support teams including People, Learning and Development, IT, Communications and Health and Safety.
- External bodies and partners from our local community groups.

What you'll bring to us:

- A recognised qualification in Health & Safety (e.g. NEBOSH Certificate), with a degree-level qualification preferred (e.g. NEBOSH Diploma) and/or a recognised qualification in Security (e.g. Security Institute Advanced Certificate), with a degree-level qualification desirable (e.g. Diploma in Security Management).
- Strong working knowledge of health and safety and/or security legislation, with the ability to apply it in a retail or operational setting.
- Experience providing competent, tactical-level advice in health, safety or security roles, ideally in a multi-site environment.
- Effective communication and relationship-building skills, with confidence in influencing and coaching at all levels.
- A pro-active approach to problem-solving, risk identification, and collaborative solution development.
- Strong time management and prioritisation skills, with experience handling multiple tasks in a high-demand environment.
- Proficiency in Office 365 applications (e.g. Outlook, Word, Excel).
- A full UK driving licence and access to a vehicle for business use.



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...

<div>Your duties and responsibilities:</div>	<ul style="list-style-type: none">- Partnering with designated business areas to provide competent advice on health and safety or security matters, while offering cross-functional support where needed.- Leading complex HSS-related cases, projects and incidents, offering strategic and tactical solutions to mitigate risk.- Providing expert guidance and assurance to the business on compliance with any legal and policy expectations.- Managing and mentoring our Health, Safety and Security Advisors, supporting their ongoing development and day-to-day responsibilities.- Driving continuous improvement initiatives by embedding ownership of HSS activities across the Society.- Leading and supporting the delivery of risk assessments, audits and reviews of policies and procedures across all areas of HSS risk.- Advising project and operational teams on how to design out risk at the planning phase.- Liaising with external agencies, local authorities, partners and enforcement bodies as required.- Conducting horizon scanning and impact assessments on emerging risks or changes to legislation.- Delivering or supporting the implementation of HSS-related training in collaboration with the Learning and Development team.- Providing accurate and insightful reports and analysis to support localised decision-making and risk management.- Managing HSS resources and budgets effectively and efficiently.- Leading elements of the HSS management system, including monitoring food safety systems in food retail.- Acting as team lead and key contact in the absence of the Head of HSS.- Representing the Society at internal and external events, meetings and forums.- Promoting a culture of learning and engagement by encouraging incident reporting, feedback and good practice sharing.- Supporting a positive colleague experience by contributing to wellbeing, inclusion and engagement in HSS-related matters.- Demonstrating and promoting Lincolnshire Co-op’s values through professional conduct, ownership and leadership.
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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:

- Giving expert advice with accuracy and integrity.
- Handling sensitive issues with professionalism and discretion.
- Following through on commitments and leading by example.
- Upholding legal and ethical standards in all HSS matters.

I will be helpful by:

- Supporting colleagues with practical advice and clear guidance.
- Developing team members with empathy and encouragement.
- Contributing positively to projects and problem-solving discussions.
- Collaborating across departments to improve safety and security.

I will be respectful by:

- Listening to concerns and acting fairly and without bias.
- Valuing different views and encouraging open dialogue.
- Treating others with dignity in challenging or sensitive situations.
- Building strong, respectful relationships with all business partners.

I will inspire others by:

- Leading by example through visible, proactive engagement.
- Driving improvements and embedding best practice.
- Encouraging colleagues to take ownership of safety and security.
- Sharing learning and celebrating successes across the business.

I will value people by:

- Recognising the contributions of others to safety and wellbeing.
- Taking time to support managers and teams in complex situations.
- Creating a culture where HSS is everyone's responsibility.
- Highlighting and sharing examples of positive practice.

I will empower others by:

- Giving managers the tools and knowledge to manage their own risks.
- Taking the initiative to resolve issues and improve processes.
- Supporting the development of future leaders within the team.
- Encouraging ownership and continuous learning at all levels.



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.

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