

Job Description

Post:	Health, Safety and Compliance Manager
Salary Grade:	Band 4
Responsible to:	Estates and Facilities Manager
Responsible for:	Facilities Hire Co-ordinator

Key Purpose

To ensure a safe environment for staff, students, visitors and contractors.
To provide a sensible health and safety management approach that focuses on real risks following a reasonable and proportionate approach to health and safety management that promotes risk awareness rather than risk avoidance.
To manage the Soft Facilities across the College.

Duties & Responsibilities

A	To contribute towards the development of Risk Assessment processes, in assisting managers undertaking risk assessments in their areas of responsibility.
B	To ensure Fire Risk Assessments are in place, and that Fire Fighting appliances are placed around the premises in accordance with the Fire Risk Assessments recommendations and that controls are maintained regularly and appliances are not misused. To carry out fire drills and evacuations as required, ensure that records are maintained for all relevant incidents and the management actions are taken to prevent their recurrence.
C	To work collaboratively with all departments to ensure a cohesive and integrated approach to providing a safe working environment throughout the college premises, working with managers and tutors in promoting the 'Safe Learner' concept across College.
D	To assist in the management of environmental issues such as waste, safe disposal of hazardous substances, Environmental Health Inspections, etc..



E	To be proactive, in conjunction with Occupational Health (HRM), in raising awareness of the health issues to all staff, and investigating occurrences as directed by Occupational Health Reports.
F	To carry out across College qualitative, quantitative, generic, site-specific and dynamic risk assessments (including DSE, Health, PEEPS, etc.).
G	To identify areas of potential hazard and ensure that appropriate action is taken to report, minimize, and/or remove potential to cause harm.
H	To be responsible for carry out accident investigations on sites, liaising with the relevant managers, producing subsequent reports and recommendations, and to keep records of incidents and accidents, and producing statistics for managers.
I	To assist in the development of robust processes, policies and procedures, ensuring adherence to Health & Safety legislation and best practice across the College.
J	To assist in the development, implementation and monitoring of the College's Health and Safety policies.
K	Full on-site Contractor Control ensuring a safe working environment and meeting the full requirement of all relevant legislation.
L	To facilitate College First Aid provision.
M	To undertake Health and Safety inspections to ensure safe working environments and operations for all College staff, learners and users.
N	To assist with the implementation of Health and Safety training programmes as required by and legislation.
O	To manage the College's Soft Facilities (as allocated), and support contract management and compliance, e.g., Cleaning, Assets, Landscape, etc..
P	To supervise the facilities hire activities for the College, ensuring compliance with all health & safety, contractual, and financial requirements.
Q	To manage a workload subject to constant change of conflicting priorities and deadlines which arise due to the diverse nature of the operational area.



R	To carry out any other duties commensurate to the post as required.
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Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Working towards the NEBOSH Diploma (or equivalent).	Application / Certificate	A	NEDOSH (or equivalent) Diploma.	Application / Certificate
	2	Recognised Health and Safety qualifications.		B	A Degree or equivalent in a technical or environmental subject.	
	3	Qualifications in Literacy and Numeracy.			Facilities Management Degree.	
Professional Development	4	Evidence of ongoing professional development.	Application / Interview	C	Attending or be willing to attend relevant Health Safety & Environmental / courses and seminars.	Application / Interview
	5	Health and Safety Management Professional Membership (IOSH).				
Experience	6	Safety Management systems i.e. standards are based on the 'plan – do – check – act' management process.	Application / Interview	D	Experience in setting up computerised systems.	Application / Interview
	7	Conducting Health and Safety Inspections, and accident investigations.		E	Experience of working in a College environment.	
		Experience of using a variety of software including Microsoft Office.		F	Experienced in promoting and raising awareness, at all levels of an organisation, of the impact of current and emerging environmental issues.	

	9	Working in a busy environment.				
	10	Working with the general public.				
	11	Working within a team.				
Knowledge	12	Three years proven experience in the Facilities/Health and Safety Management field.	Application / Interview	G	Demonstrate experience in managing Health Safety & Wellbeing within a large multi-disciplined organisation.	Application / Interview
	13	Able to advise on and have an excellent understanding of H&S law/legislation.				
	14	Ability to create a COVID Safe Environment/Workplace for all staff, students and 3rd parties.				
	15	Manual and computerised systems and procedures concerning recording and monitoring date.				
	16	Knowledge and understanding of the Educational Sector and current practices.				
Skills / Qualities	17	Communication skills with emphasis on giving service and quality.	Application / Interview	H	Good presentation / training skills.	Application / Interview
	18	Using own initiative.				



	19	An ability to work to deadlines and under pressure.	Application / Interview	I	An outgoing approachable personality with a solution focused mindset.	
	20	Ability to work within a team.				
	21	Flexible approach.				
	22	Good organisational skills.				
	23	Attention to detail/accuracy.				
Other	24	Appropriate dress and appearance.	Application / Interview			
	25	Current Driving licence and access to personal transport.				
	26	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults.	Application / Interview			
	27	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion.	Application / Interview			
	28	DBS Check acceptable to the college will be undertaken for successful applicant.	Application / Appointment			

