

Job Description – Health and Safety Manager

Role Title: Health and Safety Manager	Salary: MS2 - £39,496 - £44,464
Normal Place of Work: Ashley Down Centre	Line Manager: Director of Estates, Facilities, and ICT
Normal Working Hours: 37	Responsible For: Health and Safety Team

Purpose of role

This exciting position has a broad and critical role within the College on its journey to excellence. You will take a lead role in actively promoting a culture of Health and Safety within the College, as well as ensuring compliance with all relevant Health and Safety legislation and guidance. You will empower staff, leading by example through positive relationship management with colleagues to exceed college objectives. You will be the main professional advisor and coordinator for Health and Safety issues, working closely with the Director of Estates, Facilities, and ICT developing the strategic direction and related objectives.

You will lead and develop the Health and Safety team to deliver the College Health and Safety objectives, whilst providing an effective and efficient service to all College users to positively influence Health and Safety culture across the whole College provision.

You will be responsible for implementing a continuous improvement programme of reviewing and assessing Health and Safety performance across the College. This will entail auditing, making recommendations where appropriate, advising and implementing changes to practice as required to ensure legal compliance and professional best practice, as well as preparing reports for management and governance to provide assurance.

As Health and Safety Manager you will be the appointed Competent Person under Regulation 7(1) of the Management of Health and safety at Work Regulations 1999 (as amended). You will also be either the Competent Person or manages the Competent Person as required under Regulation 18(1) of the Regulatory Reform (Fire Safety) Order 2005.

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

- a) Leading Health and Safety and the Health Safety team across the College provision.
- b) Designing and implementing a safety management system that meets the requirements and ethos of Health and Safety Executive (HSE) guidance and in particular HSG65 (PDCA model)/ISO 45001.
- c) Managing health & safety and fire safety within the College by creating and maintaining close working relationships with the key stakeholders in the organisation, and providing technical leadership for the College's health, safety and fire safety responsibilities covering staff, students and visitors, defining the direction and prioritising the key areas for improvement.
- d) Implementing Health & Safety initiatives across the organisation to increase knowledge and awareness to have a positive impact on Health & Safety culture within the College.
- e) Writing clear policies, procedures, guidance, training and other documentation, which are fully comprehensible to a range of staff, support the College's needs and that meet legislative requirements.
- f) Managing and monitoring all health, safety and environmental standards identifying areas for improvement and appropriate solutions. Assist in promoting environmental and sustainable issues and play an active part in committees. Plan and coordinate inspections and audits across all areas of provision and business support, including contractor or service provider activities; to ensure compliance with college policy, legal and best practice.

- g) Following up areas of non-compliance and ensure that they are resolved effectively.
- h) Working with College managers to improve safety performance; and where appropriate assist in developing new safety practices and procedures.
- i) Advising the Strategic Leadership Team and appropriate managers on legislative changes, interpreting the changes and update policies and guidance as appropriate; ensuring these are delivered into working practice so that the organisation is compliant with the current legislation.
- j) Developing and undertaking risk assessments, monitoring and advising others on risk assessments, maintaining a database of risk records and ensuring as far is reasonably practicable College compliance to risk assess.
- k) Liaising with Strategic Leaders to identify those managers who need to produce Health and Safety Action Plans and agree the relevant content. Ensure that progress according to the agreed timescale is being monitored.
- l) Writing reports on accidents and incidents as required; commission reports and ensure reports are produced; coordinate investigations, compile reports, documentation and analyse statistics; maintain a database of accidents and incidents as required
- m) Actively develop a close working relationship with the HSE, Fire and Rescue Service and other relevant statutory and/or enforcing authorities, insurance officers and legal advisors
- n) Maintaining a good working relationship with local Trades Union H&S representatives and undertake collaborative working. Coordinate Health and Safety Committee meetings termly.
- o) Producing and maintaining Fire Risk Assessments for all College occupied premises.
- p) Coordinating and monitoring of the First aid provision within the College.
- q) Working with the Director of Human Resources and Organisational Development to identify and provide training and competencies as required on health and safety matters; assisting Workforce Development in the maintenance of central training records; identifying staff requiring Occupational Health surveillance, and implementation of such.
- r) Ensuring that continuing professional development is maintained commensurate to the post as well as for members of the Health & Safety team.

Who will I work with?

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Strategic Leadership Team	Advising on legislation, and providing assurance regarding compliance
College Managers and Team Leaders	Advising on H&S matters and providing guidance on improving safety performance, ensuring H&S compliance in their departments
Health and Safety Team	Leading and managing the team
Director of Estates, Facilities, and ICT	Reporting and advising on H&S matters

There are some other things that we are all responsible for, whatever your role. These are;

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College's student first ethos by supporting at College open events to provide a quality experience for prospective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- To participate in the Duty Manager rota when scheduled
- Undertaking other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Degree or equivalent in a technical or environmental subject.		✓
NEBOSH Diploma or have achieved chartered status of IOSH	✓	
Level 2 Fire Safety Risk Assessment Qualification	✓	
Chartered Member of IOSH		✓
Knowledge and Experience		
Experience in a technical discipline preferably engineering, manufacturing, or construction		✓
Management of staff	✓	
Proven record of managing health safety & wellbeing and working with managers, staff and Trade Union Health and Safety Representatives	✓	
Managing change		✓
Report writing at a senior level		✓
Management and development of staff		✓
Knowledge of standards relating to off-site activities		✓
Experience of working with staff in an educational environment		✓
Working within a large, multi-disciplinary, multi-site organisation	✓	
Management of professional and technical staff	✓	
Experience of performance management		✓
Skills and Abilities		
Extensive knowledge of safety, health and environmental legislation	✓	
Be able to confidently communicate at all levels; excellent presentation skills		✓
Creativity, drive and the confidence to act independently		✓
Competent in using standard IT applications		✓
Ability to persuade others at all levels		✓
Able to work under pressure and prioritise		✓
Tenacious when required but pragmatic approach to resolutions	✓	
Understanding and experience of safeguarding strategies		✓
Understanding of PREVENT		✓