

LEIGH ACADEMIES TRUST – JOB DESCRIPTION

Post Title: Health, Safety & Environmental Manager

Responsible to: LAT Business Director

Basis: Permanent, full-time, 3-month notice period

Purpose of the Job: To ensure processes and guidance are available to ensure Trust academies have the ability to meet their legal responsibilities to protect students, staff, members of the public and other stakeholders. The HSE Manager will work across the estate supporting the Business Director and will contribute to the strategic direction and development of the Trust.

Main Objectives

- To proactively work with the Academy Senior Leadership Teams and Business Team to ensure safety and compliance is met
- Support the Business Director in the strategic and operational management of Health, Safety and Environmental risks across the Trust estate
- Lead on the Health and Safety Policy, procedures and monitor compliance
- Provide support and guidance to Business and Site Managers to comply with internal and legislative requirements
- Meet responsibilities for the delivery of Business Services as defined in the Business Partnership Agreement

Particular Responsibilities

1. Strategic

- To support the Business Director in leading the Business Team within Leigh Academies Trust
- Contribute to the strategic visions and values of Leigh Academies Trust
- Promote the ethos and standards of Leigh Academies Trust
- Manage and review Emergency Arrangements, Business Continuity Plans and Lockdown Procedures

2. Health & Safety

- Author, review and monitor the Trust Health & Safety Policy to ensure compliance with current statutory regulations
- Develop a comprehensive Health and Safety Management System of policies and procedures for implementation by all Academies and Trust departments
- Manage and implement a programme of health and safety audits across all academies within the Trust
- Manage the Handsam Health and Safety Administration Management systems and future development across the Trust. Be the key point of contact with the provider
- Induct new staff on the use of Handsam and develop training for existing users
- Undertake weekly monitoring on Health & Safety across the Trust using Handsam. Identify any areas of weakness and support the academies to improve standards.
- Attend academy Health & Safety Committee Meetings where relevant to provide support and guidance
- Facilitate and be a member of the Trust Health and Safety Meetings, co-ordinating papers
- Promote a positive ethos of Health & Safety across the Trust and generate strategies that can be disseminated across the academies
- Deliver bespoke training on Health & Safety to staff at all levels of the organisation as required
- Develop and manage e-learning modules for health and safety topics
- Oversee the Trust Outdoor Education platform (Evolve), ensuring risk assessments and other safety arrangements are in place for school educational trips

3. Environmental Management

- Author, review and monitor the Trust Environmental Policy to ensure compliance with current statutory regulations

- Develop an Environmental Management System of policies and procedures for implementation by all Academies and Trust departments
- Develop a waste management strategy to reduce impact on the local and global environment and reduce waste costs where possible within budget
- Tender and manage Waste Management provision for the Trust estate ensuring best value

4. Policy Watch

- Monitor the DfE website for updates on statutory policies and notify the academies or Business Director as appropriate
- Monitor review dates of Trust and Academy Policies on all websites
- Manage the Policy Watch document to track policies and owners
- Communicate with Policy authors to ensure timely reviews and publishing of policies

5. Statutory Compliance

- Monitor and review each academy to ensure buildings meet statutory compliance regulations e.g. Asbestos, Fire, Water, etc
- Support academies to meet statutory compliance regulations, keeping up to date with changes in legislation and good practice. Disseminate these changes to the Business Managers
- Review and undertake fire risk assessments for existing and new buildings

6. General

- Support the Business Director in the management of all emergency situations
- Support the Business Managers liaising with relevant parties during serious incident investigations
- Liaise closely with the other Business Controllers
- Ensure a detailed working knowledge of each academy
- Develop Trust policies and monitor their implementation at each academy
- Be the first point of contact for external and internal Health, Safety and Environmental enquiries.

Notes

The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Line Manager. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

PERSON SPECIFICATION

Competencies Required (E – essential / D – desirable)
<p>Technical competencies:</p> <ul style="list-style-type: none">• The ability to demonstrate experience in working in a similar environment (E)• NEBOSH Diploma or equivalent/working towards (E)• GradIOSH/MIIRSM (D)• Knowledge and understanding of Environmental Management (E)• Foundation Certificate in Environmental Management (D)• Experience of working in a multi-site environment (D)• Experience of academies (D)• Comprehensive knowledge and understanding of Health & Safety (E)• Excellent computer skills, use of excel and desktop publishing (E)• Transferable software skills (D)
<p>Personal competencies:</p> <ul style="list-style-type: none">• Communication; excellent written, analytical and verbal communication skills (E)• Drive and resilience; increases energy and effort when circumstances demand to achieve positive results (E)• Influence and Negotiation; persuades and negotiates by building common ground and listening in order to positively influence situations (E)• Innovation; generates new ideas and tries out different approaches (E)• Response to change; communicates changes and helps to make changes work by supporting others (E)• Teamwork; encourages teamwork by actively supporting others and promoting the team (E)• Management; the ability to manage a team when required (E)