**Job Description**

Job Title: Health and Safety Monitoring Officer (Industry Placements)

Pay: £20,394 - £23,665 (£10.60-£12.30 per hour) dependant on qualifications

Location: Cannock Base – Travel around Staffordshire and surrounding area

Responsible to: Work Placement Project Lead

Line Management: N/A

Linkage: Work Experience Project Lead, Work Placement Officers, Work Based

Learning team, vocational tutors, learners and employers

**Job Profile**

This post holder will be pivotal to the delivery of cross-college work experience for all full-time study programme learners, and will contribute within the scope of their role to the development of South Staffordshire College’s’ strategic aims and objectives.

Purpose:

“*Transforming the life chances of our communities.”*

*Values:*

*Togetherness - Working together to provide an outstanding experience for our learners, employers and communities.*

*Standards - High performance to enhance life chances and success of learners, communities and employers.*

*Sustainability - A beacon for sustainable development, educate, inspire and enhance quality of life.*

*Customer Care - Exceed the expectations of all by providing creative leadership, inclusivity and respect for people and their future.*

This post holder will contribute within the scope of their role to the development of South Staffordshire Colleges’ strategic aims and objectives. The post holder will work towards supporting the College’s Strategic Aims and Objectives, Operating Statements and Business Plans.

**Scope of Responsibilities**

Contacting a range of employers across Staffordshire and the West Midlands, to arrange and conduct health and safety visits at employer premises.

Administrative tasks, including dealing with employer enquiries over the phone and via email, organising and scheduling appointments and data entry.

To assist with the effective operation of the CRM system within the Work Based Learning Team ensuring confidentiality at all times.

To assist with the development and maintenance of administration processes for the Work Experience project.

Assist the growth of existing relationships to optimise customer satisfaction and secure repeat business.

The post holder will ensure that the area of their accountability provides a high quality service that meets the learning needs of the domestic and business communities of Southern Staffordshire and beyond.

**Specific Responsibilities**

1. Meet agreed targets for processing evidence for work experience of all full-time study programme learners.
2. To effectively coordinate health and safety audits on employer premises
3. Undertaking risk assessments and site inspections
4. Identifying potential hazards
5. Providing health and safety updates for the work based learning team
6. Keep up to date with Health & Safety Legislation and share this information with the work experience team
7. To ensure all appointments booked are logistically viable to provide best time management of the business diary
8. To assist with sourcing new Industry Placement opportunities
9. To assist Work Placement Officers in visiting learners in the workplace and completing monitoring visits
10. To input data onto management information systems in a timely and accurate manner.
11. Use the college's CRM tracking and management tools as required
12. Represent and promote the College at external events
13. Assist in the development of marketing strategies and resources
14. Ensure all documentation is accurately completed and contract compliant
15. Keep abreast of Government initiatives, and priorities for training and development, nationally and locally.
16. Ensure knowledge and understanding of systems and processes is kept up to date
17. Undertake appropriate job related training when required
18. Ensure that the service delivery to all employers is of excellent quality and achieves overall contract objectives.
19. Carry out such other duties as may reasonably be required from time to time
20. Carry out all the above duties in the context of the practical application of the College’s Equality, Diversity and Inclusion Policy and act responsibly at all times in order to maintain the health and safety of the post holder and others.

**General Organisational Responsibilities**

For all posts at the College there is a corporate objective of ensuring post holders have an understanding of organisational priorities and the nature of the College in relation to its business.

All support staff and academic staff contribute to the success of the organisation and as such post holders will be provided with information about the College from their induction as a new employee and during their period of employment through issue of staff newsletters, information on the intranet and from the internal communications that exist.

The following is an indication of the corporate areas and activities the College would like all post holders to have an awareness of and understanding. Some activities will be more specifically relevant to some roles than others.

**Purpose**

* To make a contribution to the creation and maintenance of an ethos and inclusive culture of high quality and continuous improvement to develop the College to be the major provider of learning, education and training for the communities it serves across Southern Staffordshire and beyond.
* To make a contribution to the creation of a single responsive college that will provide easy access to a range of outstanding provision for adults, young people and businesses, whilst promoting social inclusion and supporting economic prosperity for stakeholders within Southern Staffordshire and beyond.
* To make a significant contribution to the creation and maintenance of an ethos that promotes equality of opportunity for both staff and students.

1. **Key Awareness in relation to:**

**Governance and Management**

* To be aware of the strategic planning processes within the College set by the Board.

**Academic and Business Development**

* To be aware of the academic and vocational provision and business development of the College.
* To be aware of the development of “e-learning” to facilitate new methods of teaching and learning.
* To support be aware of the development of student support processes and procedures that ensure that all learners have effective tutorial support, ensure their additional support needs are met and have access to appropriate enrichment activities.

**Quality Management**

* To be aware of corporate strategies, systems, policies and procedures.

**Human Resource**

* To be aware of the College’s commitment to the creation of a culture that encourages debate, rewards innovation and fosters inclusiveness and productive team working.

**Physical and Financial Resource Management**

* To be aware of the development of the Financial Memorandum and the College’s Financial Regulations and Procedures.
* To be aware of the development of the College Estate Strategy to ensure the accommodation meets the evolving needs of learners.
* To be aware of the effective management of risk through the implementation and monitoring of related policies and procedures.
* To support the College in the implementation of health, safety and security policies, strategies and mechanisms which meet legislative and other best practice requirements and which provide a welcoming and safe learning environment in all College premises and campuses.

**2 External Links and Partnerships**

* To be aware of the College’s commitment to strengthen supportive partnerships and alliances with local communities, stakeholders, other education providers, employers, professional bodies and appropriate Government departments.
* To be able to support the College in its commitment to develop a dynamic, innovative and entrepreneurial culture.

**Marketing and Recruitment of Students**

* Contribute and support the College’s marketing activities, which is to achieve recruitment targets.
* Support the College in its enrolment process.

**3 Support for Students**

To be aware of the range services available for supporting learners’ financial, personal and emotional needs, and lines of referral.

To be aware of the additional learning support provision available to support individual learners’ needs and lines of referral.

**4** **Sustainable Development**

South Staffordshire College is committed to a policy of best practice to assist in building a sustainable way of life by taking a positive, solutions-orientated approach. All post holders are encouraged to contribute through their roles to improving the environment, for the College, our stakeholders and the wider community.  Details of policy, information and the staff development supporting the policy on environmental sustainability will be promoted through the website and various College communication channels

**5 College Safety**

As part of your role and a condition of your employment, your Manager may require you to undertake responsibilities of a Nominated First Aid Officer and, or Fire Marshall Duties, including how to operate Evac Chairs. Appropriate training will be provided as part of your CPD programme to support your specific duties.

**6 Other Duties**

* To support where appropriate the preparation for and during the inspection period.
* To undertake such other duties as your Line Manager may, from time to time, determine in consultation with the post holder to ensure the continued existence, viability and progress of the College*.*

**2025 Behaviours**

All employees have a role to play in creating and maintaining a positive experience for all our learners, staff and clients, and as such, all employees will be asked to display the 2025 behaviours that have been developed in consultation with our learners and staff.

This specification is current at September 2018 and is representative of the range of specific duties/responsibilities expected of the post. The duties and responsibilities are neither static nor exhaustive and are liable to variation to reflect any future changes required of this post, as determined by your Line Manager.

The general organisational responsibilities may change from time to time to reflect organisational developments and/or further education related issues.

**Health and Safety Monitoring Officer (Industry Placements) - Person Specification**

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|  | **Essential** | **Desirable** |
| Qualifications | Level 2 Literacy and Numeracy  IOSH or NEBOSH (General Certificate) qualified or working towards certificate accreditation | ICT Level 2  Member of institute of Occupational Safety & Health (IOSH) |
| Experience | Experience of identifying potential hazards  Experience of undertaking risk assessments and site inspections  Experience successfully engaging employers | Experience of supporting learners or young people to achieve their goals  Data Entry  Advising staff on H&S legislation  Experience in working with employers |
| Knowledge | Work Experience in post 16 education  Basic employment law  Knowledge of safeguarding | Knowledge of T-Levels |
| Personal Attributes | Ability to work in a team  Highly motivated to personal and team achievement and able to work on their own initiative  Company loyalty  Innovative and creative | Effective in problem solving |
| Skills | Excellent communication, organisation and interpersonal skills  Ability to use logic and information to achieve goals.  Effective use of business tools and IT  Able to prioritise work to ensure achievement of targets.  Professional approach | Gathering, analysing and reporting on key H&S data/statistics  Knowledge of Microsoft packages  An interest in the law and the ability to understand regulations |
| Safeguarding | DBS clearance  Ability to form personal boundaries in an environment with young people and vulnerable adults.  To be sensitive, and to apply yourself appropriately, in an education and employer environment. |  |
| Other | Full UK Driving Licence and use of a car |  |