JOB DESCRIPTION

**POST TITLE:**  Safety, Health and Environment (SHE) Officer

**GRADE:** Harmonised Salary Scale Point 16 – 26

 (£19,095 - £25,518 per annum)

**WORK ARRANGEMENTS:** 37 hours per week/52 weeks per year

**DEPARTMENT:** Facilities

**RESPONSIBLE TO:**  Safety, Health and Environment Manager

**RESPONSIBLE FOR:** Providing an efficient and effective safety, health & environment service adhering to current UK legislation and College standards set. Ensuring a welcoming and safe College

Assisting with the co-ordination of policy and procedures across the College and advising College personnel on safety, health & environmental matters.

At all times carrying out the duties and responsibilities of the post in compliance with the College’s Equal Opportunities and Health and Safety legislation

# **DUTIES AND RESPONSIBILITIES:**

1. Customer service – wherever possible ensure what is required is what is provided.
2. Under the direction of the Safety, Health and Environment Manager, the development, implementation, review and monitoring of the safety, health and environment policy and procedures. Ensuring compliance with current legislation and documentation within the College Safety, Health and Environment Manual.
3. Under the direction of the Safety, Health and Environment Manager undertaking discussions with the College management and staff including Safety Representatives to identify safety, health and environmental requirements and determining how these may be met.
4. Being a member of the College Health and Safety and Environment Committees and taking a leading role within them.
5. Assisting the Safety, Health and Environment Manager with the safety, health and environment budget planning process and working within it. Authorise expenditure from within financial constraints set.
6. To assist with the co-ordination of the safety, health and environment function and ensure interfaces with other functions both internal and external, are fully effective.
7. To assist with the co-ordination of the College safety, health and environment procedures guidelines and activities ensuring standards are met.
8. To assist in providing a structure which effectively communicates supports and trains as appropriate, safety, health and environment issues to management and staff ensuring all are aware of their responsibilities.
9. To assist in providing health & safety training for new students as required.
10. To assist in providing health & safety training for local schools who are preparing for Work Experience.
11. Assist and give guidance on Risk Assessment. Approve and record risk assessment documentation.
12. Take the lead in Legionella and Asbestos management systems.
13. When appropriate, providing input and support on safeguarding issues through the College safeguarding team.
14. Investigate, document and report on all incidents, accidents, near misses and applicable ill health and where appropriate under the direction of the Health, Safety and Environment Manager, notify external agencies.
15. Support the Safety, Health and Environment Manager in reporting serious incidents to senior management and if appropriate attending disciplinary hearings as and when required.
16. Conducting safety, health and environment audits. Assisting line managers with inspections ensuring any consequential actions are addressed.
17. Advise and guide College staff on the requirements of the procedures for Trips & Visits as required
18. Ensure routine SHE preventative activities and checks are carried out.
19. Assisting other functions in the safe and hygienic disposal of substances and materials including collection from site in compliance with legal obligations.
20. Producing/overseeing the production of information, regular reports and ‘ad hoc’ reports concerning all aspects of safety, health and environment, including advice on incident/accident prevention.
21. To support and give ‘back up’ service to the Health, Safety and Environment Manager.
22. Being part of a Quality Team and responsible for promoting ideas and suggestions to improve the work of the College’s Facilities Department including delivery of appropriate staff training.
23. To comply with all legislative and regulatory requirements.
24. To apply the College’s own safeguarding policy and practices and attend training as requested.
25. To show a commitment to diversity, equal opportunities and anti-discriminatory practices.
26. To take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review (PDR).
27. The post holder is expected to comply with and promote the College’s equal opportunities policy in all aspects of their duties and responsibilities.
28. To promote a positive image of the College and the work that is carried out across its various services.
29. Maintain SHE department confidentiality and observe the College data protection Policy.
30. Carrying out any other reasonable duties within the overall function commensurate with the grading and level of responsibility of the job.

# **GENERAL**

1. Take responsibility for one’s own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College’s own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College’s Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

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| **Post:** | SHE Officer | **Department:** | SHE |

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| **Key Requirements:** | **Essential/****Desirable** | **Assessed** |
| **Qualifications:** |  |  |
| NEBOSH General Certificate | **E** | **A** |
| NEBOSH Diploma or NVQ Level 5 | **D** | **A** |
| English and Maths at Level 3 | **E** | **A** |
| **Experience:** |  |  |
| Comprehensive knowledge of the English language, with expertise on grammar and punctuation | **E** | **A, I, T** |
| Work in the Further or Higher Education sectors | **D** | **I** |
| Work in a health & safety position for at least 2 years | **E** | **A/I/T** |
| Work with Asbestos and Legionella management | **D** | **A/I** |
| Holding meetings and discussions to solve issues | **E** | **A/I/T** |
| Experience of incident investigation | **D** | **A/I** |
| Training staff | **D** | **A/I** |
| **Skills/Knowledge:** |  |  |
| Excellent presentation skills | **D** | **I** |
| Ability to work as part of a team | **E** | **I** |
| Excellent communication and interpersonal skills | **E** | **I** |
| Computer and keyboard skills | **E** | **I** |
| Competent in all Microsoft Office applications | **D** | **A/I** |
| A customer-orientated approach to working | **E** | **I** |
| Knowledge of the post-16 education sector | **D** | **I** |
| Knowledge of current UK H&S legislation, guidance and ACoPs | **E** | **A/I/T** |
| Knowledge of Environmental management systems | **D** | **I** |
| **Qualities:** |  |  |
| Ability to work under pressure | **E** | **A/I/T** |
| Willingness to undertake some travel in line with the needs of the role | **E** | **I** |
| Willingness to work some unsocial hours when needed | **E** | **I** |
| Flexibility in working patterns | **D** | **I** |
| Reliable | **E** | **I** |
| Confidence to approach and talk to a wide variety of people  | **E** | **I** |
| **Other Requirements:** |  |  |
| An understanding of Safeguarding of Children & Vulnerable Adults within the workplace | **E** | **A/I** |
| Have a valid full driving licence and vehicle with business insurance | **E** | **A/I** |
| Willingness to undertake additional training as required.  | **E** | **A/I** |
| Full commitment to Equal Opportunities and anti-discriminatory working practices | **E** | **A/I** |

**E = Essential D = Desirable A = Application I = Interview T = Test**

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| **Produced by:** | P Colley | **Date Produced:** | 12 July 2018 |