**Job Description and Person Specification – Support Staff**

**Work Placement Vetting Officer**

Reports to Health and Safety Manager.

This job is responsible for the vetting of the employer premises (nationally) with regard to the provision of safe workplace learning. It’s a crucial role in supporting the health and safety of our learners and in the continuing promotion of the importance of health and safety to the employees and managers in the College.

## JOB ROLE

* Establish and maintain relationships with employers, and through prior arrangement, ensure the vetting of the premises is undertaken in accordance with the schedule.
* Plan and organise the vetting schedule in liaison with the Customer Service Officer and other Vetting Officers to ensure the most cost effective route and plan of delivery produced.
* Provide feedback to employers on areas of improvement and give appropriate support to employers who need help and guidance.
* Monitor required improvements closely to ensure employer development plans are implemented correctly and in a timely manner.
* Undertake investigations and provide reports into accidents and near misses as directed by the Health and Safety Manager for both internal and external learning.
* Assist with the delivery of health and safety inductions of new employees to the College.
* Monitor the quality of inductions delivered by employers to learners, as part of the Skills Funding Agency and the Young Person Learning Agency.
* Represent the college in both internal and external meetings relating to Safe Learning and disseminate any relevant information to stakeholders.
* Liaise with staff and employers to identify unsafe practices and aid in the implementation of suitable and sufficient control measures to reduce any risk to a practicable level.
* Create and maintain employer records, including both paper and computer records, ensuring they are current and accurate and comply with GDPR.
* Engage in Fire Warden Duties to assist the Health and Safety / Facilities Team in the safe evacuation of our buildings in the event of an emergency.
* Promote at all time the importance of health, safety and wellbeing in the work place.
* It is a requirement of this role to travel and to have the occasional overnight stay away from home.
* Review workstation assessments when required and provide timely advice and guidance on the relevant legislation.
* Attend health and safety committees / forums as part of the health and safety team or on behalf of the Health and Safety Manager.
* Provide a 5\* customer experience in line with the college procedures.
* Any other duties, as required, appropriate to the grade of the post.

## GENERAL RESPONSIBILITIES

All people who work for the College are expected to engage in normal business tasks such as:

* Know what and where the **College strategy** is, what it contains, and make sure what they do on a day to day basis is in line with the strategic objectives in some way.
* Ensure the work they do is of a high **quality** standard and College procedures and policies are followed at all times.
* Engage in personal **professional development** to keep up to date in industry/commercial issues, attend mandatory training, Principals addresses and the Staff Conference.
* Present the College in a **positive** way at all times with external clients, students, customers etc.
* Work flexibly and efficiently in order to **meet customers’ needs**, whilst maintaining the highest possible professional standards.
* Bring **new ideas** and try new ideas/approaches with an open mind.
* Comply with the College’s **HR policies** and the **Health & Safety policy**, at all times.
* **Support** the College’s commitment to carrying out its functions with a view to safeguarding and promoting the welfare of children, young people and vulnerable adults.
* **Respect** everyone, regardless of who they are, in accordance with the College policy relating to equality and diversity. In doing this, ensure that everyone within the College is free from any kind of bullying/harassment.
* Fully engage in the **performance management** process.
* Maintain **confidentiality** and security of data at all times.
* Live the **values** and **behaviours** in daily College life and embed in everything they do.

## OTHER

It’s important we keep this document up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided.

This job description can be changed but only in consultation with you, your manager and if you wish, your trade union representative.

**PERSON SPECIFICATION**

**Workplace Vetting Officer**

**Health and Safety Team**

**What will you need to be able to do the job?**

**(Skills, Knowledge, Aptitudes, Experience, Qualifications, Disposition and Special Requirements)**

**Skills, Knowledge and Aptitudes**

* Committed to work based learner safety
* Knowledge of local employment trends
* Organised and able to follow systems and procedures
* Knowledge of a range of vocational areas
* Competent in the use of MS Office Packages and the internet
* Able to give advice in an authoritative and knowledgeable, yet supportive way
* Able to develop and maintain positive professional relationships

**Qualifications & Membership**

* Relevant Health and Safety Qualification, NEBOSH Cert, NVQ 3 Health and Safety

**Experience**

* Knowledge and experience of a variety of workplaces
* Experience of inspecting / auditing premises and documentation

**Disposition**

* Possess excellent listening, communication, administration and organisation skills
* Committed to quality and continues improvements
* Self-motivator but able to work in a small team
* Ability to work under pressure
* Flexible
* Have a natural passion for health and safety and understand the importance to the College reputation

**Special requirements**

* Enhanced DBS Clearance which is satisfactory to the College
* Evidence of qualification certificates
* References which are satisfactory to the College
* Medical Clearance
* Current driving licence and business insurance
* Able to travel and stay away from home
* Own a vehicle which meets college requirements for the job role

**It would be good if you also had:**

* Have knowledge of Safeguarding
* Experience of undertaking investigations of the health and safety nature
* Have experience of undertaking work station assessment in accordance with the Display Screen Regulations