

JOB DESCRIPTION

JOB TITLE: Health and Safety Advisor

DEPARTMENT: Human Resources

OVERALL PURPOSE OF JOB:

Reporting directly to the Human Resources Director, you will provide a high quality support service to enable the work of the College to be carried out safely and effectively whilst also maintaining statutory compliance. You will also develop and provide professional advice on health and safety matters to enable the control of risks and advise the Principal and managers on the effectiveness of occupational safety and risk management strategies and arrangements.

Bishop Burton College includes the Riseholme College campus in Lincolnshire and the postholder may be required to carry out duties at all campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES

- 1 Prepare a corporate action plan and key performance indicators in consultation with relevant managers.
- 2 Review, develop and ensure the implementation corporate health and safety policy, strategy, organisation and arrangements in consultation with the College Health & Safety Executive.
- 3 Produce Health and Safety reports for the College's Health and Safety Committee and the College Health & Safety Executive and an annual report for Corporation. These reports should include data analysis to a high level and an executive summary.
- 4 Establish systems for audit, monitoring and review of the overall safety management system.
- 5 Receive and investigate reports of accidents, incidents and dangerous occurrences, determine their causes and make recommendations for risk mitigation and/or reduction.
- 6 Manage and develop the College's system for recording, reporting and investigating injuries, accidents and dangerous occurrences, including acting as the "Responsible Person" for reporting notifiable injuries and dangerous occurrences to the enforcing agencies as required by the Reporting of Injuries Diseases and Dangerous Occurrence Regulations 1995. Provide statistical summaries to the College Health & Safety Executive, drawing attention to significant trends and occurrences.
- 7 To provide advice on technical issues to the internal client including; interpretation of safety data sheets, technical files or other such material, as appropriate. Ensure the provision of sufficient detail to the audience dependent upon their competency.

- 8 To monitor compliance with legislation and bring significant risks and non-compliance to the attention of the Principal, line managers and the College Health & Safety Executive.
- 9 To advise the College Health & Safety Executive on forthcoming legal obligations.
- 10 To advise and assist line managers involved in planning, organising, controlling and maintaining a safe and healthy environment for work and study.
- 11 To coordinate a programme of risk assessment and assist in the development of Departmental Action Plans. Monitor departmental plans to their logical conclusion and provide feedback to the College Health & Safety Executive.
- 12 Establish procedures to monitor and review safety controls established by the risk assessments and advise on strategy for departmental risk reduction.
- 13 To promote Health and Safety awareness and safe working practices within the College including on-going communication of Health and Safety issues using all College communications including development of the use of the Intranet and Virtual Learning Environment.
- 14 To liaise and negotiate with the Health and Safety Executive, local authority enforcement officers, College insurers and other outside agencies as appropriate.
- 15 Identify Staff health and safety training needs and liaise with the Human Resources Team to facilitate organisation and delivery.
- 16 To develop procedures for dealing with emergencies. In conjunction with other managers, arrange, monitor and evaluate the effectiveness of those procedures.
- 17 Collaborate in developing the College's critical incident plan.
- 18 Take part in all staff College events such as Lambing Sunday and Open Farm Sunday.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure Barring Service check is carried out for all relevant appointments.

PERSON SPECIFICATION

	Essential	Desirable	How identified
Experience	<p>Experience of team planning and health & safety management within a diverse business.</p> <p>Substantial practical experience in dealing with a broad range of health and safety issues</p> <p>Experience of working within an auditable health and safety management system</p> <p>Experience in research and utilising data and/or information to meet identified objectives</p> <p>A proven track record of achieving objectives to both departmental and corporate performance targets</p> <p>Experience of working with all levels of an organisation.</p> <p>Experience of developing and delivering health and safety training</p>	<p>Conversant with CDM and other construction H&S related issues.</p> <p>Experience and achievement in the planning, designing and implementation of an auditable Health & Safety Management System. (ie BS18001)</p> <p>Experience in investigating work related accidents/incidents</p> <p>Experience in improving work related health and safety through promotional activities.</p> <p>Experience of working in an educational institution, preferably in the HE/FE sector or land based industry</p>	<p>Application</p> <p>Interview</p>
Qualification / Training	<p>A professional qualification in a health and safety related discipline achieved by examination.</p> <p>Membership of the Institution of Occupational Safety & Health (IOSH)</p> <p>Validated continuing professional development</p>	<p>NEBOSH diploma (or currently working towards)</p> <p>Chartered/Grad membership of IOSH</p>	<p>Application</p> <p>Certificates</p>
Special Knowledge	<p>Good working knowledge of Health and Safety law and best practice requirements</p> <p>Safeguarding Issues</p>		<p>Interview</p>
Skills	<p>People management skills</p> <p>Ability to comprehend and interpret legal and technical documents.</p>	<p>Project management</p> <p>Training course preparation, organisation and delivery</p>	<p>Interview</p> <p>References</p>

	<p>ICT literate including the use of Word, Excel, Powerpoint, and VLE</p> <p>Ability to produce clear and accurate reports, statistics and recommendations</p> <p>Good communication skills, both written and oral including the use of information technology</p> <p>Good negotiating skills</p> <p>Analytical and problem solving skills</p> <p>Ability to act with tact and diplomacy</p> <p>Able to influence others to embrace the benefits of good health and safety practice</p> <p>Ability to manage performance</p> <p>Good organisational skills</p> <p>Able to meet targets and deadlines</p> <p>Ability to use own initiative and develop innovative solutions</p> <p>Able to form and maintain appropriate relationships and personal boundaries with young people</p>		
Disposition	<p>Demonstrates a 'can do' attitude</p> <p>Work as part of a team to deliver effective professional solutions and promote the Service as part of an organisational professional function</p> <p>Open to change</p> <p>Flexible and adaptable approach to work demands</p> <p>Motivation to work with children and young people</p>	<p>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</p>	<p>Interview</p> <p>References</p>

Other	<p>Access to a car or access to a means of mobility support. If driving must have current valid driving licence and insurance</p> <p>Fit for the duties of the post</p> <p>DBS check carried out on appointment</p>		<p>Medical Report</p> <p>DBS application made by College for successful candidate</p>
Special Interests			Interview