

JOB DESCRIPTION

Post: Health & Safety and Compliance Manager

Responsible to: Head of Estates

Salary: £40,787 Per Annum (Fixed Point 40)

Hours: Full time: 37 hours per week, 52 weeks per year

Conditions of Service: Truro & Penwith College Conditions of Service

Main Purpose of Job: To support the Head of Estates in the provision of a full health and safety service to the College which will include providing advice and support to College stakeholders as well as monitoring and regulating our systems for ensuring the safe operation of the College.

To develop and promote a positive health and safety culture at the College.

Hold overall responsibility as the organisation's **Competent Person**, ensuring that all statutory duties are met, hazards are identified and controlled, and that the business maintains a proactive safety culture in line with UK legislation and best practice.

Specific Duties: Assist the Head of Estates to maintain a safe and healthy working environment in accordance with the College's Health & Safety policy, statutory requirements and approved code of practice.

Develop and maintain productive working relationships with a wide range of stakeholders, e.g. Directors, middle managers, staff, representatives and internal/external contractors.

Work with and support College managers and their staff in the production, amendments and maintenance of their departmental Risk Assessment and Safe Systems of Work.

Support College OMT and SMT in the provision of safety information and advice so that they are fully aware of current, new and proposed legislation and working practices which may have implications for the College.

Create, review and update clear operating procedures and other relevant documentation to support the College and legislative requirements.

Lead a hands-on service on health and safety matters offering advice and information to all staff, including changes to relevant legislation.

Willing to be present on a variety of health and safety topics, as and when required.

Undertake health and safety inspections and investigations as directed by either the Head of Estates or the Senior Management Team. Prepare and produce relevant reports against any findings making appropriate recommendations ensuring compliance with College policies and Health & Safety legislation. Work with the Estates team towards satisfactory completion of any remedial works.

Report all RIDDOR reportable accidents to the HSE as well as undertaking all COSHH audits annually.

Ensure all College-wide Health & Safety information is kept up to date.

Work with the HR department regarding any relevant occupational health issues including any workstation assessments or health screenings for staff.

Keep up to date with health and safety legislation by attending relevant seminars, workshops, etc ensuring any information is cascaded back to the Head of Estates, OMT, SMT and other appropriate College staff.

Maintain professional competence and develop expertise in health and safety activities with the aim of the Health & Safety section of the Estates team providing full support to the College as agreed with the Head of Estates.

Membership of a recognised professional body to the minimum level of graduate (e.g. IOSH).

Qualified Fire Risk Assessor or actively working towards this to support the undertaking of Fire Risk Assessments and provide operational fire safety advice.

Support the development and continuous improvement of the College's Health & Safety management system in line with recognised frameworks (e.g. ISO 45001).

Support the identification and management of psychosocial risks, including stress and wellbeing-related factors.

Analyse incident and audit data to identify trends and inform continuous improvement.

Lead the delivery and monitoring of health and safety training and competency across the College.

General Requirements: As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first four months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To always maintain the highest standards of professional behaviour (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Health & Safety and Compliance Manager

Ideally, the person appointed will have the following skills and experience:

In addition to being a driver and with access to a suitable vehicle, the person appointed will ideally have the following skills and experience:

Essential:

- NEBOSH Diploma or Level 5 qualification in Occupational Safety and Health (or equivalent)
- Educated to Level 3 or above, or equivalent experience
- Evidence of continuous professional development
- Demonstrable experience in an occupational health and safety role
- Experience of working in a multi-site and multi-disciplinary environment
- Strong organisational skills with the ability to develop and maintain effective systems and records
- Ability to analyse information and support continual improvement of health and safety performance
- Excellent interpersonal and communication skills
- Ability to prioritise workload, work independently and meet deadlines
- IT proficient (Microsoft Office and relevant systems)
- Understanding of relevant health and safety legislation and best practice
- Ability to travel between sites

Desirable:

- Membership of IOSH (or working towards Chartered status)
- Experience within an educational or public sector environment
- Knowledge of ISO 45001 or health and safety management systems
- Experience supporting training or awareness programmes
- Understanding of wellbeing and psychosocial risk management

The College is registered with the Disclosure and Barring Service, and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College are committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.