



OAKLANDS COLLEGE

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JOB DESCRIPTION

CAREER FRAMEWORK	Facilities
JOB TITLE	Health and Safety Advisor
REPORTING TO	Director of Estates and IT

SUMMARY OF POST: To maintain a formal health and safety management system to operate across all areas of the College, addressing all aspects of College activity.

To assure that Oaklands College meets all applicable Statutory Compliance obligations for operating its Buildings and Estates

KEY RESPONSIBILITIES

- Establish and maintain a schedule of all applicable Statutory Compliance and Building Regulation obligations for the Estate across all locations; conduct regular audits to provide assurance that building compliance is being adequately managed.
- Advise, support and recommend to senior managers to ensure the health and safety management system properly reflects continued compliance with: legislation and regulatory requirements; and improvements in best practice in the key industry sections in which the College trains.
- Advise the organisation of changes in health and safety legislation and guidance that could necessitate change in College policies and procedures.
- Monitor and report as required by senior management on the College's compliance with statutory obligations with regard to health and safety.
- Arrange and undertake an annual programme of health and safety audits of all departments and areas of the College. Reporting on matters requiring remedial action to ensure practical and cost-effective solutions.
- Support other Departments and the Estates team in ensuring activities comply with all College Policies on health, safety, environmental, and CDM (2015) regulations for maintenance, minor works, and capital projects.
- Conduct quarterly H&S Audits across the 3 campuses and provide findings together with an Action plan to the Director of Estates. To then follow up the Action Plan with other site staff and report progress by means of a written-out report to the Director of Estates
- To provide monthly progress reports to the line manager
- Working with senior manager's as required, to plan health and safety training of all staff in the College, and to contribute to the delivery as appropriate.
- Develop and review on an annual basis, the College's health and safety policies and procedures to ensure compliance (as a minimum) and best practice (where possible).
- Liaise with external regulatory bodies on behalf of the College.
- Provide advice and guidance to curriculum managers to ensure they meet any relevant safety working practices and legislative requirements
- Organise and supervise the provision of a comprehensive first-aid service for the College. Provide regular training updates to first aiders.

- Devise, implement and check suitable risk assessment procedures for use across the College providing support to other managers and staff where required to ensure that required actions to control hazards are adequate and implemented.
- Ensure that proper records are maintained on all areas of health and safety meeting legal and regulatory requirements.
- Review and approve applications for educational trips and visits and make recommendations where appropriate in line with college policies.
- Act as Secretary for the Health and Safety Committee and encourage pro-active participation amongst members of the Committee.
- Provide relevant reports for review by the Health and Safety Committee.
- Work with senior managers on health and safety initiatives across the College.
- Deliver approved Health and Safety training to staff and students (courses to include but not limited to CSCS H&S training, IOSH Working Safely and NEBOSH Health and Safety Award Certificate).
- Where applicable, investigate accidents and incidents and assist managers in any investigations as required. Work alongside college senior managers on the investigations of any insurance claims against the College, which have health and safety implications.

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

CRITERIA**RECRUITMENT- short listing criteria**

- Experience of Health and safety systems management in a large organisation
- IOSH or NEBOSH level 5 in Health and Safety or equivalent
- First Aid qualification
- IT level 2 or above

ESTABLISHED

- Completed probation period satisfactorily
- Active member of one of the key College projects
- Can demonstrate implementation of effective Health and Safety management practices across all areas of the College
- Provides a high-quality service provision across all college areas.

EXPERIENCED AND QUALIFIED

- 3 to 5 years' experience in the role
- IOSH or NEBOSH level 5 in Health and Safety or equivalent
- Demonstrates advanced skills in excel to enable data to be effectively interpreted in Health and Safety reports
- Has implemented successful safety management techniques and risk management processes across the college.
- Evidence of relevant CPD

DEVELOPMENT STAGE – To demonstrate College Values and Behaviours

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PERSON SPECIFICATION (to be assessed at the interview stage)	
PERSONAL ATTRIBUTES	
<ul style="list-style-type: none"> • Ability to influence people to improve and achieve success • Open and honest approach to people management • Has drive and passion to be innovative • A completer/finisher who achieves outcomes • Ability to interpret data and use to improve • Possesses high levels of personal integrity • Has well developed self-awareness • Is resilient and able to motivate self, particularly in pressure situations • Ability to communicate effectively at all levels internally and externally 	
SKILLS AND EXPERIENCE	
<ul style="list-style-type: none"> • Can work collaboratively at all levels • Is a forward, positive thinker and able to identify ways/methods in which outcomes can be enhanced, across all areas • Has experience of operating over a number of sites • Has experience of developing and delivering a range of Health and Safety related projects 	
Date reviewed	June 2022

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.