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# Job Description

**Health and Safety Assistant Advisor**

Job Title: Health & Safety Assistant Advisor

Service Area: Corporate Services

Reporting to: Senior Health & Safety Advisor

Grade: SO1/SO2

Hours: 36 hours per week, 39 weeks per year to cover term times

Base: Uxbridge, with frequent visits to all other campuses.

## JOB PURPOSE

To support the Senior Health & Safety Advisor to discharge their role providing a health and safety framework of coaching, specialist guidance, and hands on delivery of clear actions to ensure a safe environment for students and staff.

To undertake regular inspections of activities and documents to ensure that line managers are complying with their duties under current health and safety law and the college health and safety policy.

**DUTIES**

**Main Duties and Responsibilities**

The principal duties are as described below but are not limited to this list:

Health and Safety

1. To provide a health and safety advisory service to managers and staff.
2. To provide a health and safety mentoring service to managers and staff,
3. To assist with health and safety induction training for new staff.
4. To assist in drafting the college’s health and safety policies and procedures.
5. Provide advice on DSE assessments.
6. To undertake onsite inspections, reviews and audits as directed by the senior health and safety advisor and to log the findings on the appropriate on software packages.
7. To keep the H&S software packages up to date, liaising with the supplier regarding issues and updates.
8. To produce monthly accident/incident statistics as directed by the senior health and safety advisor.
9. Review accidents reports from line managers and take part in detailed investigations of incidents that had the potential for serious outcomes.
10. To keep up to date with relevant health and safety legislation and to advise on the implementation, of new legislative requirements.
11. To periodically monitor a proportion of contractors on site as directed by the senior health and safety advisor and ensure they are complying with agreed RAMS (Risk and Method Statements), and the Construction Design and Management Regulations 2015 (CDM 2015).
12. To mentor and monitor line manager’s production of and updating of line management owned risk assessments. To liaise with the management teams to produce college generic risk assessments.

Sustainability and Energy Conservation

1. Promote and encourage energy saving throughout the college.

**Other Duties**

1. Develop and maintain effective working relationships with staff, managers and external health and safety agencies.
2. Take an active part in the appraisal and mentoring processes.
3. Comply with all relevant Health and Safety regulations and assist the College in the implementation of its own Health and Safety Policy.
4. Comply with and actively promote the College Equal Opportunities Policy.
5. Participate in and contribute to the College’s in-service and training activities and attend appropriate staff development sessions.
6. To undertake any other duties, appropriate to the post, as directed by the Senior Health & Safety Advisor

Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.

## PERSON SPECIFICATION

**HEALTH & SAFETY ASSISTANT ADVISOR**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | How assessed\*? |
| Qualifications |  |  |  |
| Good standard of education including strong literacy and numeracy skills | **ü** |  | AF/Cert |
| IOSH Certificate and prepared to work towards IOSH Diploma. (Diploma would be an advantage) | **ü** |  | AF/Cert |
| Chartered Membership of IOSH |  | **ü** | AF/Cert |
| Knowledge and Experience |  |  |  |
| At least 3 years’ experience in a health and safety role | **ü** |  | AF/IV |
| Experience of advising on Health and Safety in current or previous role | **ü** |  | AF/IV |
| Experience of writing high quality health and safety reports | **ü** |  | AF/IV |
| Experience of carrying out health and safety audits | **ü** |  | AF/IV |
| Experience of conducting health and safety inspections | **ü** |  | AF/IV |
| Knowledgeable and up to date with health and safety legislation | **ü** |  | AF/IV |
| Experience of environmental systems | **ü** |  | AF/IV |
| Experience of implementing health and safety management systems | **ü** |  | AF/IV |
| Thorough knowledge of risk assessment | **ü** |  | IV/Test |
| Experience of delivering Health and Safety training |  | **ü** | AF/IV |
| Understanding of fire regulations |  | **ü** | AF/IV |
| Experience of working in an education, or another public sector environment |  | **ü** | AF/IV |
| Understanding of construction and contractor safety for college activities | **ü** |  | AF/IV |
| **Skills/Attributes** |  |  |  |
| Good interpersonal skills and able to communicate effectively | **ü** |  | IV |
| Good problem-solving skills | **ü** |  | IV |
| Good IT skills and knowledge of Microsoft Word, Excel, PowerPoint and databases | **ü** |  | IV/Test |
| Good administrative and organisational skills | **ü** |  | AF/IV |
| Understanding of customer care and able to communicate with staff at all levels including Health and Safety Representatives | **ü** |  | IV |
| An understanding of the importance of Equality and Diversity and Safeguarding/Child Protection in an education environment | **ü** |  | IV |
| A flexible approach to work, and ability and willingness to travel to other campuses as and when required (Uxbridge, Hayes, Harrow on the Hill and Harrow Weald) | **ü** |  | AF/IV |
| A positive, ‘can-do’ solutions-based approach | **ü** |  | IV |
| Ability to work effectively as part of a team | **ü** |  | AF/IV |
| Ability to work under pressure | **ü** |  | IV |
| A commitment to personal and professional development | **ü** |  | IV |
| **Competencies and adaptability / flexibility**  *Support staff should be able to demonstrate competency in all of the following areas:*  Communication; Planning and Organising  Working Together; Customer Service | **ü** |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form

IV = Interview

Test = Skills test at interview stage

Cert = Certificates checked on induction