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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Health & Safety Manager

**Department:** Health & Safety

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Chief Operating Officer

**Reports:** n/a

**Salary / Scale:** Management Spine Band C £38,740.00 - £43,652.00 per annum.

**Date of Issue:** November 2024

**Organisation Chart:**

Chief Operating Officer

Health & Safety Manager

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1. **Aims and Purpose of the Post**
   1. To foster and promote a positive culture of Health & Safety.
   2. Provide Health & Safety support and advice for the College.
   3. Providing health and safety support and ensuring that practices and procedures comply with current legislation and College policies.
   4. Monitoring and auditing of risk management policies and procedures.
   5. Providing occupational health support and advice for the college.
2. **Specific Responsibilities**
   1. Implementation of a positive culture of Health & Safety.
   2. To raise awareness of Health & Safety across the College and to promote safe working practices at all times.
   3. To monitor all reported incidents and accidents, complete investigations as required, ensuring all reporting requirements have been completed and action is taken if appropriate.
   4. To ensure that the College Accident computer based recording system is maintained and reports are generated.
   5. To ensure proactive approach and compliance with health and safety legislation.
   6. To liaise with and cooperate with the college insurers.
   7. To liaise with external agencies such as HSE, Fire Authority, Environment Agency and Environmental Health.
   8. The identification of improvements in matters of Health & Safety and to make the appropriate recommendations.
   9. To carry out regular safety audits and inspections.
   10. To arrange and support the College Health & Safety Committee meetings and champions forum.
   11. To collect and collate Health & Safety information from across the College to assist with the formulation of reports and statistical information.
   12. To facilitate health and safety training to college staff including induction training and specific training in the form of tool box talks.
   13. To manage and organise in conjunction with HR, training to ensure compliance with legislation such as First Aid and Fire Warden training.
   14. To contribute to continuous improvement in health & safety and a positive health and safety culture across the College.
   15. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   16. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   17. To manage student conduct in accordance with College policies.
   18. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   19. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   20. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   21. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

38 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| --- |
| **Person Specification; Health & Safety Manager** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| NEBOSH Diploma or NVQ equivalent qualification | X |  |
| Professional body membership e.g. ISOH or IIRSM | X |  |
| Full driving licence | X |  |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Excellent working knowledge of current Health & Safety legislation. | X |  |
| Experience of applying relevant legislation in a work environment. | X |  |
| Experience of providing, briefings/training to individuals and teams on Health & Safety matters | X |  |
| Experience of advising on occupational health issues | X |  |
| Ability to write accurate reports for a variety of duty holders | X |  |
| Experienced with working with duty holders to deliver improvements/changes | X |  |
| Experienced with liaising with external enforcement agencies |  | X |
| Experience in an educational environment |  | X |
| Knowledge of environmental legislation |  | X |
| **Personal Attributes** |  |  |
| Flexible approach to work to allow for evening and weekend working. | X |  |
| Outstanding verbal and written communication skills | X |  |
| Customer centric approach | X |  |
| Ability to maintain confidentiality | X |  |
| Confident user of IT and ability to learn new packages quickly | X |  |
| Effective time management, organisation and prioritisation skills | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.

**Appendix A ‘The Moulton Manager’**

**Delivering excellent service**

* Has a customer-centred approach
* Actively seeks feedback from a variety of stakeholders
* Shows awareness of and commitment to goals and standards

**Finding innovative solutions**

* Seeks out ideas and input
* Encourages individuals to take responsibility
* Challenges the status quo

**Embracing change**

* Adjusts to unfamiliar situations, demands and changing roles
* Sees change as opportunity
* Is receptive to new ideas

**Commercial Focus**

* Operates on business principles
* Strives to continuously improve their area(s)
* Seeks to enhance the reputation of the college

**Engaging with the big picture**

* Anticipates the future vision for the team
* Helps others see the importance and relevance of their contribution
* Understands Moulton’s strategic objectives

**Developing self and others**

* Is aware of the impact they have on others
* Provides learning and development opportunities
* Develops their skills for the future

**Working with people**

* Acts as a role model for the college
* Sets and manages priorities
* Regularly meets with individuals

**Managing self and personal skills**

* Manages change and transition
* Adopts a coaching style
* Acts with honesty and integrity

**Achieving results**

* Delivers strategic priorities and initiatives
* Is focussed on results
* Manages the performance of their team(s)

**Actively promoting and valuing Equity, Diversity & Inclusion**

* Values people as individuals and respects diversity
* Acknowledges and recognises individual background and beliefs
* Challenges others when they are not promoting equity and valuing diversity