



Health, Safety & Compliance Manager

Reporting to:	Deputy Principal
Working Hours:	Full time (37 hours per week)
Salary:	M2 £38,205-£43,044 (Scale point 36-40)
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

To assist the college in ensuring that all activities are undertaken safely and in line with both legislative and best practice guidance. This is a broad, cross-college role that provides a source of guidance, support, intervention and assurance to staff at all levels within the organisation.

As part of this, the post holder will lead on the implementation of the H&S Management Cycle ensuring that Safety Managers are supported in carrying out their responsibilities and the wider College Management Team and Corporation is supported through timely and accurate reporting.

Duties and Responsibilities of the Job

1. Monitoring and Support

a. To provide information, advice and practical assistance to the SMT on health and safety policy and procedure and to act as the College Competent person for the purposes of health and safety.
b. To implement the Health and Safety Management Cycle across all college safety managers.
c. To lead on the production and utilisation of an assurance framework as a means of ensuring that staff at all levels understand and comply with their statutory duties in relation to safety and welfare. In doing so, work closely with relevant managers to implement, monitor and report on improvement plans.
d. To produce presentations, reports and appropriate documentation as and when required by the Senior Management Team and/or Board of Governors. To include an annual position audit for health and safety.
e. To undertake regular practical inspections and interventions across college-wide activities as a key function in the monitoring and maintenance of a safe working and learning environment. As part of this provide timely feedback and interventions to Safety Managers.
f. To support College staff and students in their understanding of, and adherence to, College H&S systems, procedures and functions.
g. Ensure the effective engagement with staff through a combination of bespoke and wider college CPD, drop-in sessions and involvement in projects and work streams requiring the provision of H&S advice and guidance.

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h. Accurately administer and maintain the College's accident reporting system and associated data to facilitate the clear dissemination of accident statistics and trend analysis.
i. Develop and monitor work on Leading and Lagging performance indicators.
j. To assist the Director of Finance in the assessment of insured risks across all college activities.
k. Provide support to external networks, benchmarking and comparators projects and data analysis.
l. Assist in the undertaking of H&S audits identified within the Management Cycle process or the H&S policy, and any required as part of the management of our safety systems.

2. Cross College duties

a. To lead and develop the Health and Safety culture across the College ensuring accountability at all staff levels. In doing so, increase H&S awareness and compliance across the organisation using internal and external resources as appropriate.
b. Contribute to the development and implementation of college policies, specifically those relating to health, safety and welfare.
c. To undertake investigative work in relation to safety issues and produce associated reports to an accountable standard for internal and external distribution. To lead on the implementation of post investigation action plans related to health and safety as directed by the Senior Management Team (SMT).
d. Assist with the delivery of Risk Assessment training ensuring the competency of all safety managers in risk assessment methodology and the implementation of the same into college activities.
e. To implement the fire safety strategy and ensure that fire risk assessments are in place by either doing them or engaging outside contractors to carry them out and manage the implementation and review within the set budget. As part of this, collaborate with the Estates Manager to ensure that policies and procedures are aligned with infrastructure provision. As part of this to co-ordinate fire safety training and the overall fire safety plan.
f. Work across the CMT to ensure that appropriate Health and Safety considerations are factored into all new ventures, projects, activities and strategies.
g. Design and develop health and safety related documentation for use College wide by staff.
h. Conduct individual advanced DSE and ergonomic assessments to ensure compliance with statutory duties, reduce sickness absence and to train and educate users in safe use of the equipment.
i. To manage delegated budgets in supporting agreed areas of expenditure.
j. To work in support of college recruitment activities for both staff and students and play an active part in wider promotional events.
k. To undertake any other reasonable duties from time to time commensurate with the grade of the post as requested by the Senior Management Team or Link Governor.

3. Administration and Reporting

a. To receive and analyse accident / incident reports ensuring the necessary follow up actions are undertaken in a timely manner. As part of this, to ensure that urgent actions are brought to the attention of the SMT.
b. Identify and notify HSE of RIDDOR reportable incidents in consultation with the SMT.

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c. Provide, as required, reports relating to health and safety issues.

4. Continuous Professional Development

- a. To ensure a continual refresh of professional Health & Safety knowledge through own research, the creation and maintenance of effective networks, external relationships and targeted CPD.
- b. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
- c. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our core values to ensure equality of opportunity and common purpose in delivering the college’s strategic plan.

At Plumpton College we are:

1. Professional
2. Supportive
3. Enterprising
4. Passionate
5. Ambitious and progressive

Essential criteria for the post
Experience of working in a similar role involving high risk industries.
Degree or equivalent in relevant subject / NEBOSH Diploma / British Safety Council Diploma.
The ability to lead effective meetings and produce written material to a high standard.
Knowledge and experience of current law relating to Health and Safety, guidance and standards of best practice. The ability to interpret associated legislation.
Experience in undertaking complex and sensitive investigations
Financial awareness and budgetary management skills involving expenditure forecasting, procurement and efficiency identification.
Understand and apply the different levels of compliance required across a multifunctional environment.
Good organisation, forward planning and time management skills including the efficient use of MS Office products.
Able to comprehend, evaluate and report on information.
Ability to prioritise health and safety issues in line with risk management principles.
Supportive, logical, attentive to detail, enquiring, flexible, able to work without direct supervision.
Prepared to work as part of a team and undertake tasks, on occasions, outside normal hours.
Excellent interpersonal and training delivery skills.
Able to communicate effectively and impart information in the workplace, both verbally and in writing.
Able to effectively impart information to others.
Full UK Driving Licence
Desirable criteria for the post
Chartered membership of IOSH

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Comprehensive knowledge of the land and environmental sector and experience of working with stakeholder industries.
Experience of managing safety in an educational setting.
Working knowledge of current Health & Safety legislation relating to the land based sector
Experience of high level engagement with key public authorities such as the HSE, EA and emergency services.
Risk assessment training qualification
Ability to recognise wider corporate needs in relation to service delivery.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year round post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits

The candidate appointed to the post will automatically become a member of the Local Government Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover and the college will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

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The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.