

## Role Profile

<b>Job Title:</b>	Health, Safety and Environment Officer
<b>Department:</b>	Facilities
<b>Responsible to:</b>	Estates Manager

### Main purpose of job:

To support the Estates Manager in providing clear and strategic operational direction on Health, Safety and Environment, ensuring the business is legally compliant and continuously improving. To monitor and audit adherences to the company HSE Management System, enabling an outstanding Health and Safety Environment culture and Infrastructure.

### Main Duties:

- To support the compliance and continual improvement of the HSE management system against ISO45001 & ISO14001 standards through undertaking HSE audits and producing management reports.
- To be responsible for and create effective reports, gathering all the necessary information for the estates manager, whilst identifying non-conformances.
- To co-ordinate and undertake the company health and safety appraisal process, conducting appraisals with employers by phone or by checking their H&S compliance documentation.
- To work closely with the Estates Manager in supporting the provision of a responsive HSE service to both internal and external customers providing accurate and up to date information and advice as appropriate on Health Safety and Environment matters.
- Develop and deliver effective communications which promote and inform HSE messages across site to staff and learners through HSE newsletters, OneFile, company noticeboards.
- To prepare all relevant data for the company health and safety meetings, taking accurate minutes and distributing these to stakeholders in a timely manner.
- To support the Estates Manager with the development and implementation of new processes / procedures / documents as required.
- To undertake risk assessments as directed by Estates Manager for the wellbeing and safety of staff (e.g. DSE, Expectant mothers, COSHH)

## Where your future matters



- To support and collaborate with staff in development of high-risk assessments.
- To deliver company induction training in HSE which ensures new employees are aware of their responsibilities.
- To contribute to continual improvement putting forward ideas to achieve this.
- To maintain and continually improve HSE knowledge and skills through professional development accessing further training and HSE related CPD events.
- To raise purchase orders for all HSE resources as required / directed by the Estates Manager.
- To be involved in budget setting and supporting the estates manager by collecting quotes and gathering relevant financial information.
- To Support and collaborating with the wider facilities/HR teams to ensure tasks are complete whilst supporting with the day to day running of the estates function.
- To work and network with all required Health Safety and Environmental external bodies to ensure the company meets its moral and legal obligations.
- To ensure compliance with GDPR - General Data Protection Regulations and Data Protection.
- To ensure full compliance with all Company policies and procedures and notably policies and procedures in relation to Safeguarding, Health Safety & Environment Equality & Diversity
- To undertake any other duties required as deemed necessary by the Estates manager.

## Where your future matters

## Person Specification

**Job Title:** Health, Safety and Environment Officer

**Department:** Facilities

**Responsible to:** Estates Manager

Criteria	Essential requirements	Desirable requirements
Knowledge & Qualifications	<ul style="list-style-type: none"> <li>Minimum of GCSE English and Maths at Grade C (4) or above</li> <li>Hold a Level 3 Health and Safety qualification such as Nebosh General Certificate or equivalent.</li> <li>Comprehensive knowledge of all Company Health and Safety policies and procedures and their application.</li> <li>Basic knowledge of the ISO Standards ISO45001, ISO 14001 and their application in the workplace.</li> <li>Basic commercial, financial and legal knowledge in relation to the formulation and delivery of team and operational business plan.</li> </ul>	<ul style="list-style-type: none"> <li>Membership in a professional body such as IOSH (Tech IOSH level)</li> <li>Comprehensive knowledge of the Standards ISO45001 and ISO 14001 and their application in the workplace.</li> <li>Possession of, or working towards a professional qualification at level 5 such as NEBOSH Diploma or other equivalent qualification in Health and Safety</li> <li>Relevant first aid qualifications or certifications (e.g., First Aid at Work)</li> </ul>
Skills & Relevant Experience	<ul style="list-style-type: none"> <li>Demonstrates strong coaching skills with the ability to influence the development of HSE skills across the company.</li> <li>Ability to review existing and develop new Risk Assessments across the company collaborating with stakeholders.</li> <li>Understands and can undertake accident investigations identifying immediate and root causes.</li> </ul>	<ul style="list-style-type: none"> <li>Can assist teams in managing risk assessment of Learner off-site activities or educational trips.</li> <li>Familiarity with managing safety requirements in high-risk areas, such as engineering workshops, Scaffolding.</li> <li>Demonstrates strong capabilities in the proactive management of organisational change.</li> </ul>

Where your future matters



Criteria	Essential requirements	Desirable requirements
	<ul style="list-style-type: none"><li>• Awareness of emergency preparedness planning, including fire safety and evacuation procedures</li><li>• Demonstrates highly effective and consistent communication and active listening skills in the reporting of timely and accurate HSE performance data.</li><li>• Demonstrates highly effective organisation and planning skills in the implementation of company HSE objectives.</li><li>• Demonstrates a positive and proactive approach in anticipating customer requirements and delivers to exacting standards of customer satisfaction.</li><li>• Demonstrates positive engagement with staff and customers.</li><li>• Ability to work with the Estates Manager to deliver sound financial planning and budgeting which ensures the HSE teamwork within their allocated budget.</li></ul>	
Behaviours	<ul style="list-style-type: none"><li>• Demonstrates open, honest, and supportive behaviours which are in alignment with the Company's Core Values.</li><li>• Demonstrates strong positive customer focused behaviours which enable the development of strong customer relationships.</li><li>• Demonstrates supportive behaviours which encourages staff to deliver continual improvements in HSE, which benefit the business.</li><li>• Demonstrates well developed engagement behaviours, which motivate and encourage continual improvements in HSE across all levels of the company.</li></ul>	

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