

Job Description

Group Member:		Luminate	
Job Title:		Safety, Health and Environmental Advisor	
Reports to:		Head of Health and Safety	
Job Grade	E	Department	Estates

CORE RESPONSIBILITIES:

1. Provide a professional, high quality, generalist Health and Safety advisory services to all levels of staff and students across the group in relation to Occupational Safety and Health matters.
2. Ensure compliance with the group related policies and procedures, providing guidance and support / advice as required.
3. Investigate accidents and incidents, track and report these to various committees within the group. Produce trend analysis, and statistics for inclusion in statutory returns and internal reports.
4. Conduct Health and Safety inspections, management audits, and evaluate working practices. Undertake risk assessments or advise other assessors and to review them periodically.
5. Produce reports and actions plans and subsequently to negotiate or enforce necessary actions.
6. Assist in producing written Health and Safety Policies, Procedures, Guidance Notes and Codes of Practice, and to oversee their introduction and implementation, as part of the process of continual improvement of the Health and Safety Management System.
7. Liaise closely with the Estates Department in order to ensure that all new developments and refurbishments meet the necessary regulations, including attendance at design and site progress meetings.
8. Attend and contribute to Health and Safety Committees and other groups as required. Support the design and delivery of appropriate health and safety training.
9. Liaise with the Fire Officer as appropriate to support fire drills on all campuses with the Estates site teams and to inspect premises with a view to enforcing fire safety matters, particularly where building alterations are taking place.
10. Deliver an exemplar, customer-focused Facilities service.
11. Work collaboratively and consultatively with Safety, Health and the Environment and the Capital Projects team to ensure the service proactively supports managers and employees.
12. Contribute towards service cross-functional projects and work streams.

13. Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Capital Projects & Student Recruitment and Marketing,
14. Travel to sites in Leeds, Harrogate and Keighley.
15. Lone working on occasions.
16. Contribute to internal and external networks Contribute to the Wellbeing Strategy.
17. Any other duties that are specific to the department.
18. Assistance in the preparation, support and participation of examinations and invigilation across the Group.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Safety, Health and Environmental Advisor
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The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. NEBOSH General Certificate or NVQ level 3 or equivalent	A, C
E	Q2. GCSE in English & Maths at grade C or above or equivalent qualification	A, C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Extensive experience of working in Health & Safety in a similar organisation.	A, I
E	EK2. Experience of delivering Health & Safety training	P
E	EK3. Have the ability to Experience of interpreting legislation, rules and standards and applying them effectively.	A, I
E	EK4. The ability to communicate effectively, in writing and orally, with all levels of staff	A, I
E	EK5. Able to use standard IT software (such as Microsoft package) and some bespoke H&S software. Able to use the programmes for finance, ordering equipment etc. and to update and manage the web site.	A, I, P
D	EK6 Effective self and time management skills to achieve results and meet deadlines.	I

D	EK7. A passion for Health and Safety with the drive and motivation to influence others.	I
D	EK8. Experience of developing and monitoring performance against service quality standards and service level agreements.	I
D	EK9. Experience of carrying out audits on Health & Safety	A, I
D	EK10. Experience of presenting H&S issues in an assertive, confident and diplomatic manner that persuades people to take appropriate action whilst maintaining good relationships.	I

Skills and Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Influencing skills Takes effective action to affect the behaviour and decisions of other people	A, I
E	SC2. Critical thinking Ability to make sense of complex issues, identify and solve problems, thinks on one's feet	A, I
D	SC3. Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A, I
D	SC4. Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives	A, I
D	SC5. Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A, I
D	SC6. Emotional Intelligence Understanding the benefits of different leadership / management styles. Gauging own impact as a leader / manager	A, I

Behavioural, Values and Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1 Support and promotion of equality, diversity and inclusion	I
E	B2 Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3 Commitment to the PREVENT agenda	I
E	B4 Commitment to professional standards	I
E	B5 Commitment to restorative practice approaches	I