

Group Member:		Luminate Group Services	
Job Title:		Head of Safety, Health & Environment	
Reports to:		Group Director of Estates	
Job Grade	Spot Point	Department	Estates

ROLE SUMMARY:

Working with the other departments and in accordance with group procedures and regulations the post holder will be operationally responsible for the effective management of health & safety across all group campuses/sites.

SPECIFIC ROLE RESPONSIBILITIES:

1. Responsible for providing advice and guidance in all matters relating to the group's health and safety, business continuity, incident management and security to all staff to ensure that the group fulfils its legal obligations.
2. Lead in the development of the group's health & safety, business continuity and fire safety policies.
3. Lead in the development of health & safety policies and guidance documents which support in the provision of a safe environment. Ensuring services are maintained to provide a safe and welcoming environment on all group property.
4. Lead in the preparation and presentation as required of health & safety reports to the group health & safety committee, boards, and campus health & safety forums.
5. Regularly review all group policies relating to health and safety and the provision of all in-house and external services to ensure they are provided in a safe and controlled manner in accordance with all relevant legislation.
6. Responsible for overseeing and reviewing group-wide risk assessment procedures in accordance with statutory requirements.
7. Develop and maintain the group's business continuity and incident management plans through co-ordination with campus principals, curriculum and business services directors, external agencies, and organisations.
8. Manage the health & safety team ensuring consistently high standards of professional practice.

9. Ensure that all resources are deployed effectively to best support the provision of shared services to the group.
10. Work closely with the group directors of estates & capital projects, head of property & maintenance, head of campus facilities and facilities managers with regard to the management of contractors on group property.
11. Liaise with the Health and Safety Executive Inspectors or other officers, Environmental Health Officers, the Local Authority, Fire Brigade, Police and other relevant internal and external bodies to ensure the smooth and safe running of group sites.
12. Undertake investigations into all accidents and near miss accidents and report to the Group Director of Estates, Health and Safety Committee and appropriate members of the senior leadership team.
13. Ensure that all staff receive the appropriate training on health and safety legislation and safe working practices and procedures, including provision of advice and guidance when and where necessary.
14. Create, maintain, and update the Safety, Health & Environmental (SHE) site on the group intranet.
15. Ensure all group property is compliant with statutory responsibilities and maintenance records are in place as required. Ensure all estates policies, procedures and guidance meet all health & safety legislative requirements.
16. Ensure all contracts are placed with due consideration to Health & Safety and other group policies and procedures and to meet statutory compliance regulations and are fit for purpose.
17. Audit regulatory compliance of all outsourced estates & facilities services and capital projects including PPM, working closely the estates facilities managers to schedule works to cause minimum disturbance and risk to group activities.
18. Actively manage any associated health & safety risks relating to contracts managed or administered by estates and capital projects.
19. Manage the provision of the departmental and group training requirements for first aid, fire marshall and security in consultation with the head of campus facilities, including undergoing training and assisting as and where necessary in the management of any of the above as part of the shared service support provided by the estates directorate for the group.
20. Deputise as required for the group director of estates.

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CORE RESPONSIBILITIES:

1. Responsible for the provision of advice and guidance including the development of policies and procedures to support compliance with statutory legislation in all matters relating to the group`s health & safety, fire safety, business continuity, incident management and security, ensuring the group fulfils all of its legal obligations.
2. Ensuring a safe and welcoming environment on all group property is maintained at all times. Effectively developing, agreeing, and implementing procedures, processes, and systems that ensure the safe and legally compliant operation of all group facilities.
3. Provision of visible leadership developing close collaborative working relationships and a clear communication strategy with the executive leadership team and wider senior management team including all principals, campus leaders, department heads and recognised trade unions. Establishing a governance framework for the effective management of health & safety.
4. Advice, guidance, and assistance to maintain operational functionality of the group estate and facilities systems in support of curriculum activities both in and outside of normal operational hours.
5. Manage within authorised levels of delegated budget responsibility the placing of orders and ensure they are executed in a timely manner in accordance with procurement regulations, and contracts under your delegation.
6. Responsible for the management and implementation of a group-wide risk assessment procedure.
7. Management of emergency contact system as part of business continuity planning.
8. To support the development of a strong Health and Safety focused culture across the Group and promote good safety behaviours.
9. To support the development of briefing and communication strategies to ensure that the Health and Safety plan and important information is understood and operated by all employees and subcontractors.
10. Coaching and supporting project teams relating to H&S compliance, to generate new solutions to common, everyday issues.
11. Engaging across the sites, implementing health and safety policies and procedures, and ensuring compliance with health and safety legislation.
12. To comply with all GDPR regulations that arise relating to H&S
13. Assist and review health & safety and fire safety on all construction projects raising issues with the Project and Estates Development project manager as well as review and

provide competent input to fire safety strategies for refurbishments and new build premises.

14. Any other duties that are specific to the department.

15. 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 the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust, and guidance from those around them.

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Passion

Encouraging all to have aspiration and passion in everything they do.

Ownership

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

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Creative

Always hungry to learn and looking ahead so we can be responsive

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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 personal statement section of the application form. Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1.A relevant degree or equivalent professional qualification or significant demonstrable and extensive vocational experience.	A
E	Q2. Post qualification membership of either; IOSH, NEBOSH, Institute of Fire Engineers	A / I
D	Q3. Demonstrable knowledge or qualification in Project Management and or Programme Management such as, APMP	A / I
D	Q4. Demonstrable knowledge or qualification in people management or team leadership	A / I
E	Q 5. H&S Auditing Qualification, such as BSI ISO45001 Auditor or equivalent	A / I
E	Q6. English and Mathematics to a minimum of Level 2	A / I

Experience and Knowledge

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Demonstrable knowledge and experience of health & safety management and administration in a live education environment.	A / I / P / C
E	EK2. Demonstrable knowledge of delivering training, audits and writing of policies and procedures.	A / I / P
E	EK3. Experience in a similar role providing estate/facilities and capital project management services in a large multi-site live environment	A / I / P / C
E	EK4. Demonstrable proven ability to analyse complex data, produce succinct reports and drive improved service delivery from the data.	A / I / P
E	EK5. Demonstrable knowledge and experience of developing, monitoring quality and regulatory standards against service level agreements Criteria	A / I / P
E	EK6. Demonstrable ability to interpret legislation, rules and standards and apply them within an educational environment.	A / I / P
E	EK7. Customer focused with a proven and demonstrable understanding to responding to end user changing demands whilst maintaining compliance under statute	A / I / P
E	EK8. Demonstrable experience of building, leading, supporting, and motivating teams, and individuals, including those who are not directly line managed	A / I / P
E	EK9. Demonstrable experience of business continuity planning and Incident Management	A / I / P
E	A strong track record of inspection, incident control, investigation, recording, reporting and management of H&S and fire safety in a relevant large, multi-discipline organisation.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Professional and Technical Knowledge. Has demonstrable professional and technical knowledge and skill sets	A / I / P / C
D	SC2. Organisational and Education Sector Knowledge; Has knowledge of the group. Has experience of a similar organisation type and size and a good understanding of the wider educational issues.	A / I
E	SC3. Interpersonal and Communication Skills. Effective one to one, team verbal and written	A / I / P
E	SC4. Influencing Skills. Is effective at affecting the behaviour and decisions of others	A / I / P
E	SC5. Critical and Strategic Thinking able to make sense of complex issues and interrelated matters. Able to articulate these providing solutions quickly clearly whilst multi-tasking.	A / I
E	SC6. Self-Management, Learning and Emotional Intelligence. Maintains directed energy and stamina. Learn new behaviours and maintain professional development and lifelong learning. Understanding of different leadership styles. Gauges own and tempers as a leader and manager	A / I
E	SC7. Achievement, Action, and Enduring Resilience. Progress and results focused. Quick to start keeps going and completes the task as efficiently as possible. Continues to exude optimism and a “can do” attitude under demanding circumstances.	A / I
E	SC8. Initiative and Innovation Creates and is open to new ideas, visions and perspectives. Sees possibilities and constructively challenges established practices.	A / I

E	SC9. Capacity for Changeable to thrive with complex changes requirements	A / I
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Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity, and inclusion	A / 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