

Capital City College Group

Job Description and Person Specification

Post:	Group Head of Health & Safety
Contract:	Permanent
Hours:	35 hours/52 weeks per annum
Reporting to:	Director of Estates and Facilities
Responsible for:	1x Level 7 practitioner 2 x L3 practitioners
Grade:	Leadership & Management
Salary:	£60,000 per annum

Key Purpose

To provide strategic direction and dynamic leadership for WKCIC Group, trading as Capital City Colleges Group health & Safety team and initiatives. To develop and implement a robust Health & Safety Management System across CCCG, ensuring the business complies with all current Health & Safety legislation, guidance, and standards.

The successful candidate should work proactively with the Director of Estates and co- Directors and Managers to establish and maintain a programme of continual improvement in the management of Health & Safety within their areas of responsibility. The role must also provide clear leadership for the development of a safe environment for learners, employees, and visitors to BC's sites.

To lead and manage the security operations and activities across all college sites and delivery centres.

Main Duties and Responsibilities

Develop and implement a robust, transparent, and innovative Health and Safety and Management System through consultation with key stakeholders with tailored solutions for CCCG's unique service users and high-risk working environments.

To develop all aspects of CCCG's Health & Safety policies, procedures, and guidelines across all disciplines.

To ensure rigorous risk assessment and accident management systems are in place and to take part in these as appropriate

Create and maintain document management systems with the aim of CCCG gaining recognised Health & Safety accreditation to help build upon CCCG's reputation, with the aim of being viewed

as a best in class, proactive and dynamic hub for education provision in a safe and well controlled environment.

Ensure that continual improvement is a focus within the strategy for CCCG's Health & safety initiatives, including the development of new Health & Safety policies and systems of work to address changing needs within the business.

Understand the chemicals and potential safety & environmental hazards present at CCCG sites and take steps to support the departments manage any potential safety and environmental health hazards.

To identify and set Health & Safety performance metrics and objectives (KPI's) for CCCG, individual departments and individuals, based on appropriate proactive and reactive measurement standards.

Report termly on point 9 periodically, including annual reports for Governors.

To work with HR to identify Health & Safety training needs for employees and develop management controls to ensure this training need is continually updated and reviewed.

To manage the delivery of training or to advise CCCG where external or certified training is required as appropriate.

To oversee and manage the Health & Safety budget reporting monthly to the Estates Director.

To work in synergy with other business areas to ensure health & safety standards are appropriately implemented within their areas of control and are sufficiently robust for anticipated demands.

Leadership and Management

Provide strategic leadership and support for all departments on regulatory Health & safety compliance issues.

To educate, inform and act as a trusted advisor to the Principal and Group Leadership Team with regards to health and safety including liabilities, performance trends, risks, and opportunities.

Convene the cross-Group Health & Safety Committee, college health and safety committees and any other relevant working groups.

To be a source of competent advice to those with significant health and safety responsibilities and ensure that the Health & Safety team can deliver the required technical advice required to all end users within CCCG as necessary.

Curriculum Delivery and Quality

To develop strong communication links with the student learning support team in relation to students who have disabilities or specific medical needs which may require PEEPs etc.

Management of Staff

Proactively manage team members, identify personal training needs within the team and ensure a professional and customer focused service is always delivered.

To work with Trade Union H&S representatives to ensure they are trained, informed and act as a wider support team.

External Liaison

To monitor, evaluate and review existing, new, and upcoming Health & Safety legislation and ensure the Health & safety systems within CCCG can meet legal compliance.

Work with key delivery partners to ensure compliance against statutory Health & Safety standards are met

To ensure that the College complies with the health and safety requirements of Funding Providers.

Wider Responsibilities

Regarding all aspects of health, safety, and environment:

Develop the overall strategy of continuous improvement for CCCG Health & Safety

To develop and maintain a safety management system for and on behalf of the College.

To grow and maintain a positive H&S culture within the College.

To provide H&S support, assist and advise Heads of Schools, Heads of Department, Safety Representatives and nominated staff as required.

To pro-actively manage the monitoring and auditing to ensure that relevant staff are implementing departmental risk assessments, safety inspections, audits, and development of relevant procedures.

To manage reactive monitoring systems including electronic accident and incident reporting and co-ordinate and oversee the completion of accident and incident investigations and to prepare related reports including those required under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

To make manage the arrangements for health and safety induction training and arrange or provide other training provision for staff and students if not possible via HR or local department level.

To assist with, and advise on, a range of practical arrangements for College operations and developments, liaising with the Estates and Facilities Management and contractors as required.

To develop and maintain organisational structures including the Health and Safety Committee and other related committees and working groups.

To develop and maintain statutory and other records including accident reports / investigations and to prepare related reports for college meetings.

To liaise with relevant statutory authorities and other external bodies. Arranging for appropriate training and support to those planning for external work placements, trips, and visits.

To have an extensive knowledge, experience, and technical expertise in multiple areas.

To ensure that appropriate arrangements are implemented and maintained regarding emergency provision, notably in respect of fire safety and first aid provision.

To work closely with the HR team to ensure that appropriate arrangements are in position regarding occupational health surveillance.

To manage the health and safety budget.

Expectations of the Post Holder

- To demonstrate model behaviours that, always, are consistent with an open, inclusive, and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties always with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian, and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	To hold CMIOSH /FIIRSM qualification	X	
Knowledge / Experience	Leadership/managerial experience within the Health, Safety & Environmental function, with substantial experience in the management of health and safety and the provision of health and safety advice and guidance, in a practical environment.	X	
	Proven leadership skills with demonstrated abilities to work collaboratively and to influence those with whom no hierarchical relationship exists.	X	
	The ability to maintain an awareness of health and safety legislation and practice and to apply this knowledge in a simple, practical way within the College environment.	X	
Skills / Abilities	Dynamic and innovative in development and delivery of Health & Safety systems and delivery.	X	
	The ability to analyse / interpret safety legislation and develop workable solutions to situations as they arise.	X	
	The ability to establish personal credibility with staff, students, contractors, and visitors and to build positive and productive working relationships.	X	
	The ability to communicate orally and in writing to produce clear, concise policies, reports, letters, etc. and to explain complex regulations in a manner appropriate to the audience.	X	
	The ability to self-motivate, problem-solve and work alone / unsupervised.	X	
	The ability to deliver training seminars and programmes.	X	
	The ability to prioritise and maintain a substantial workload.	X	
	The ability to be flexible and to respond to changing circumstances.	X	