



Safety & Compliance Officer

Job Description

Area	: Estates and Facilities
Salary	: £39,093 to £43,994
Hours of Work (Full-time/Part-time)	: 37 hours per week
Line Manager	: Estates and Facilities Manager
Responsibility for	: Providing Health and Safety support and expertise across all campuses
	: Reviewing, developing and maintaining the safety management systems within the College and auditing areas to ensure compliance
	: Providing health and safety data returns to manage compliance and demonstrate exemplary levels of compliance across all areas of the college

Main Purpose of Job:

Providing competent technical support to the Estates and Facilities Manager, Team and to the wider college staff. Promoting, developing, and establishing a positive safety culture within the Estates department so the College meets its legal requirements, and supporting the Estates and Facilities Manager in strategic and operational matters concerning health & safety management.

To support the Estates department in managing the Estates and Facilities on behalf of the College to ensure it:

- Meets the needs of learners, employers and other stakeholders
- Is effective, efficient and provide excellent value for money
- Reflects the vision, mission, aims and values of the college
- Is innovative, developmental and sector leading
- Promotes a culture of excellence and equality
- To ensure the College receives outstanding judgement when audited by regulating bodies such as Ofsted / HSE.

Key Duties and Responsibilities:

The post holder will:

- (1) Maintain an up-to-date knowledge of relevant health and safety legislation and best practice, and to identify opportunities for continuous safety improvement.
- (2) Lead in creating and maintaining a positive safety culture through implementing clear objectives and processes.
- (3) Monitor the compliance across the College in line with the Health & Safety Policy and formally advise managers on areas of non-compliance.
- (4) Audit, monitor, and maintain arrangements to ensure all areas of the College comply with the legal requirements
- (5) Establish and lead on the training requirements for the Estates team and maintain records of training.

- (6) Ensure accidents and near misses are reported correctly and investigated in accordance with College Health & Safety policy.
- (7) Advise and develop on the College's Health & Safety policies, arrangements, and procedures.
- (8) Liaise with external bodies such as contractors, authorities, and specialist groups on compliance related issues.
- (9) Support the Estates Co-Ordinator on PPM (Planned Preventative Maintenance) activities concerning building compliance including statutory inspections and operational servicing.
- (10) Support and advise curriculum areas on completing comprehensive risk assessments for teaching areas and off-site trips.
- (11) Liaise and develop a good working relationships with Campus leads, Faculty Co-Ordinators, and Assistant Directors through effective communication and collaborative working.
- (12) Chair Health & Safety Campus meetings to embed a positive safety culture and download feedback from colleagues on issues concerning health & safety.
- (13) Generate reports on health and safety to present to the Executive Leadership Team (ELT) in collaboration with the Estates Manager.

Generic Duties and Responsibilities:

- (14) Carry out administrative tasks associated with the role including generating reports and raising purchase orders.
- (15) Promote and implement the College's strategies on equality, diversity and safeguarding
- (16) Promote a culture of innovation, excellence and equality.
- (17) Reflect the vision, mission and values of the College.
- (18) Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
- (19) Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
- (20) To actively contribute to the risk management of the College.
- (21) To positively promote and implement the College's strategies on equality, diversity, safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.

Safety & Compliance Officer Person Specification



	Assessment Method					
	Application Form	*Test	Interview	Psychometric Testing	Qualification Certificates	References
*Test = Presentation						
Education and Qualifications						
<u>Essential</u>						
• NEBOSH National General Certificate in Health & Safety	<input type="checkbox"/>				<input type="checkbox"/>	
• Other appropriate Health and Safety Qualification	<input type="checkbox"/>				<input type="checkbox"/>	
• Competence in IT systems, MS Word, Excel etc.	<input type="checkbox"/>				<input type="checkbox"/>	
• Level 2 Literacy and Numeracy	<input type="checkbox"/>				<input type="checkbox"/>	
<u>Desirable</u>						
• Health & Safety related Degree	<input type="checkbox"/>				<input type="checkbox"/>	
• Supervisory / Management Qualification	<input type="checkbox"/>				<input type="checkbox"/>	
• Facilities Management related qualification (IWFM)	<input type="checkbox"/>				<input type="checkbox"/>	
Skills and Experience						
<u>Essential</u>						
• Working for a minimum of 3 years at Supervisory/Management level	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
• An understanding of health and safety legislation in an educational environment	<input type="checkbox"/>		<input type="checkbox"/>			
• A minimum of three years experienced in monitoring and leading on health and safety/risk assessment issues	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
• Knowledge and experience of Statutory Compliance	<input type="checkbox"/>		<input type="checkbox"/>			
• Knowledge and experience health and safety management	<input type="checkbox"/>		<input type="checkbox"/>			
<u>Desirable</u>						
• Planning and delivered health & safety related training	<input type="checkbox"/>		<input type="checkbox"/>			
Personal Attributes						
<u>Essential</u>						
• High standards of customer care			<input type="checkbox"/>			
• Ability to manage and develop staff	<input type="checkbox"/>		<input type="checkbox"/>			
• Ability to think, plan and manage in an operational context			<input type="checkbox"/>			
• Possess excellent communication skills (written and oral)	<input type="checkbox"/>		<input type="checkbox"/>			
• Ability to adapt to and manage change			<input type="checkbox"/>			
• Ability to analyze and interpret information and make decisions on the appraisal of facts			<input type="checkbox"/>			
• Ability to meet tight deadlines and work under pressure			<input type="checkbox"/>			
• Be able to work flexibly across multiple campuses			<input type="checkbox"/>			

Updated March 2025.