

Job title:	Deputy Health & Safety Manager
Reports to:	Health & Safety Manager
Business area:	Estates
Responsibility for others:	Health & Safety Officers

JOB DESCRIPTION

Purpose and context:

The role will support the Health & Safety Manager in implementing and maintaining the College Group's health, safety, and protective security agenda. This role contributes to creating a safe, healthy, and inclusive environment for students, staff, visitors, and contractors, ensuring that safety and wellbeing are embedded in day-to-day operations.

Supporting the H&S Manager, the postholder will assist in developing and maintaining policies, procedures, and risk management systems to ensure compliance with statutory requirements and sector standards. They will also contribute to organisational readiness for emerging challenges, including protective security and counter-terrorism measures.

Working closely with college teams and external partners, the Deputy will provide operational support, advice, and guidance to promote best practice in health, safety, and security, helping safeguard the College's community and reputation.

Main duties and responsibilities:

Support the development and implementation of counterterrorism and protective policies and procedures

Conduct and maintain terrorism related risk assessments, including hostile reconnaissance and site-specific vulnerabilities

Support in the co-ordination with external agencies to ensure preparedness and rapid response to terrorism related incidents

Assist in delivering counter-terrorism awareness training and briefings for staff

Support regular security audits and scenario-based exercises focused on terrorism preparedness

Support in monitoring national security alerts and guidance, ensuring the Group remains responsive to evolving threats

Ensure emergency and business continuity plans incorporate terrorism response protocols

Support the Health and Safety Manager in developing, testing and maintain the Groups Incident Management and Business Continuity plans

Maintain and regularly review the Incident Management and Business Continuity document, ensuring it remains fit for purpose, reflects current risks, and aligns with operational needs

Induct new senior managers in the Incident Management and Business Continuity document

Support and assist the Health and Safety Manager in advising the Executive team on compliance, policies and emerging risks

Support in the development and delivery of an annual programme of health and safety training for staff, including mandatory training such as fire safety, manual handling, and DSE assessments.

Promote health and safety awareness and a positive safety culture across the Group

Support Health and Safety Manager in the development, maintenance, and implementation of the Groups Health and Safety Policy and supporting procedures

Support the health and safety team in incident, near miss investigations, analysing trends and recommending corrective actions

Assist in managing RIDDOR reporting and liaising with HSE/ EHO as required

Collaborate with Estates on environmental health and sustainability initiatives

Assisting in the managing, and maintaining of compliance within the health and safety team with ISO 9001

Attendance at Local College Health and Safety meetings and Health & Safety Management Committee meetings, supporting in preparing information and providing expert advice

Human Resources

Responsible for leading a team of staff including:

- planning the core and flexible staffing needs of the area;
- ensuring staffing resources are deployed efficiently and effectively;
- leading the recruitment and selection of staff in the department;
- participating in the recruitment and selection of other Group staff as required;
- being accountable for the successful induction of new staff;
- being accountable for the effective management of performance, conduct and absence of staff;
- identifying staff learning and development needs, liaising with relevant departments to ensure appropriate professional development is identified and accessed.
- ensuring that staff undertake appropriate development activity to achieve the highest standards of quality in provision and comply with Group requirements.

Financial Management

Accountable for the area's budget including:

- identify and exploit opportunities for income generation as agreed with the Executive Director

- ensuring that the area makes an appropriate contribution to the achievement of funding allocations and other targets
- liaison with relevant staff to ensure that the curriculum offer maximises funding and opportunities for student success
- develop and maintain appropriate networks to ensure funding opportunities are maximised
- ensure staff resources and budgets are used efficiently and effectively in accordance with the financial regulations and the principles of best value.
- allocate and manage non-pay budgets
- prepare bids and business cases for capital expenditure
- actively participate in the business review process
- be accountable for timely completion and submission of registers and other student-related documentation and returns
- ensure that the requirements of funding bodies are met and that the college maximises its income in respect of students with additional learning support needs
- ensure compliance with audit requirements

Personal & Professional Development

Participate actively in the Group's performance and development review programme and undertake appropriate staff development activities that support personal development and fulfil the corporate objectives and values of the Group.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the Group.

Participate in a minimum of 30 hours (pro rata for part time) per year learning development.

Responsibilities of all employees within the Group:

- Demonstrate a commitment to Group values.
- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action as necessary.
- Are committed to upholding British Values, celebrating equality and diversity and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation at all times.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff and resources with their scope of responsibility.
- Ensure risk assessments are undertaken, updated and submitted in line with Group policy.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children’s Barred List (List 99) check, receipt of two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification:		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u>		
GCSE English & Maths A*- C / 9 - 4 or equivalent qualification	Essential	Application, Interview
Degree or professional qualification in Health and Safety (e.g., NEBOSH Diploma, NCRQ Level 6, or equivalent) (or working towards)	Desirable	Application, Interview
NEBOSH Certificate	Essential	Application, Interview

Membership of IOSH or actively working towards it	Essential	Application, Interview
First Aid at Work qualification or (willingness to undertake)	Desirable	Application, Interview
ISO9001 – Internal Auditor or (willingness to undertake)	Desirable	Application, Interview
Safeguarding and Prevent training (or to be completed within one month of appointment)	Essential	Application, Interview
<u>Relevant Experience:</u>		
A minimum of two years' experience working in a health and safety role at management level.	Desirable	Application, Interview
Strong knowledge of health and safety legislation, standards, and best practice.	Essential	Application, Interview, Task
Experience of implementing, managing, and maintaining compliance with ISO 9001 or equivalent quality management systems	Desirable	Application, Interview
Strong experience managing departmental budgets, forecasting, and delivering services within financial constraints	Desirable	Application, Interview
Experience of management/ supervision of staff	Desirable	Application, Interview
Previous experience working within a college, university, or other education setting	Desirable	Application, Interview
Experience developing and implementing emergency response and business continuity plans	Desirable	Application, Interview
Experience in managing/supervising external contractors and service level agreements (SLAs) effectively.	Desirable	Application, Interview
Experience of undertaking health and safety audits and inspections	Essential	Application, Interview
Experience of undertaking incident investigation experience including root cause analysis and implementing corrective actions	Essential	Application, Interview
Develop and deliver clear, engaging safety communications and training	Essential	Application, Interview
Experience in managing scenario-based incident management/ business continuity testing	Desirable	Application, Interview
Experience in developing counter terrorism policies and undertaking site-based risk assessments	Desirable	Application, Interview

<p><u>Skills and Knowledge:</u></p> <p>Excellent communication and interpersonal skills, with the ability to influence at all levels and able to engage effectively with a wide range of stakeholders</p> <p>Ability to compile concise, structured reports for senior leadership and external agencies</p> <p>The ability to build capacity and motivate a team using coaching skills.</p> <p>Effective delegation skills</p> <p>The ability to make decisions independently and in emergency situations</p> <p>The ability to interpret and act upon complex information</p> <p>The ability to think strategically</p> <p>The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met</p> <p>IT literate</p>	<p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Application</p>
<p><u>Additional Factors:</u></p> <p>A commitment to the principles of Equality, Diversity and Inclusion</p> <p>A professional approach</p> <p>Collaborative and approachable, able to engage positively with students, academic staff, contractors, and support services</p> <p>A flexible approach to working practices and adaptable to change</p> <p>A willingness to continually develop the use of IT in professional practice.</p> <p>As the Group is multi-site, flexibility and willingness to work across all sites is required</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>	<p>Application, Interview</p> <p>Application, Interview</p> <p>Application</p> <p>Application</p> <p>Application</p> <p>Application, Interview</p>