

## Introduction

This job description is for the Health, Safety and Sustainable Development Manager at Bridgend College. This role covers a wide range of responsibilities, including environmental and sustainability tasks.

## Job Description

### Main Duties

1. To ensure that the College complies with all current Health, Safety and Environmental legislation.
2. To develop policies, procedures and management guidelines on Health, Safety and Environmental matters.
3. To drive the implementation of all Health, Safety and Environmental policies and procedures.
4. To monitor and review the effectiveness of all Health, Safety and Environmental policies and procedures.
5. To manage the Health and Safety team including security personnel.
6. To develop and implement the Corporate Health Standard across the College.
7. To take a proactive role in the full implementation of the ESDGC guidelines (developed by WAG) in relation to sustainability viz a viz the student curriculum.
8. To work towards nationally recognised Standards including the Green Dragon Environmental Standard and the Corporate Health Standard.
9. To organise termly meetings of the College's Health, Safety and Environmental committee.
10. To assist the College in providing the lead for the delivery and mainstreaming of sustainable development initiatives.
11. To work with the Sustainable Development Steering Group to drive initiatives and deliver action plans for sustainable development.



12. To develop the climate change agenda in conjunction with the Sustainable Development Steering Group.
13. To complete the College's annual declaration on Health and Safety management for DCELLS.
14. To maintain an accident reporting system that complies with HSE Standards.
15. To maintain accident/incident records and to investigate and report when necessary.
16. To ensure that annual risk assessments covering all areas of the College are undertaken, providing feedback to all managers.
17. To ensure that the College's emergency procedures are maintained and reviewed, procedures tested and records of equipment kept.
18. To provide Health, Safety and Environmental induction presentations to new students and staff.
19. To work closely with the College's Occupational Health Advisor.
20. To maintain the Fire Safety records of all departments to the standard expected by the fire service.
21. To organise and implement Health, Safety and Environmental programmes for staff in areas such as manual handling, fire awareness and environmental awareness.
22. To provide updates to staff and contractors on new or changing Health, Safety and Environmental legislation.
23. To act as a referral point for staff and students on all issues relating to Health, Safety and Environment as and when required.
24. To ensure that all College policies and procedures are met including off site activities, work placement, field trips and sub contracting arrangements.
25. To prepare Health, Safety and Environmental documentation on an annual basis (to include induction brochures and Health, Safety and Environmental Newsletters).

## Health & Safety

1. To maintain safe working practices at all times and ensure that statutory requirements are met.
2. To take responsibility for the safe conduct of work within your own work area.



## Policies & Procedures

1. To comply with all College Policies & Procedures.
2. To keep abreast of changes to Policy & Procedures and to make the necessary changes to administrative systems.
3. To ensure that all aspects of the College Financial Instructions and Financial Standing Orders are followed.

## Note:

- (a) As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college.
- (b) This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This procedure is jointly conducted by each manager in consultation with those working directly to him or her. You will, therefore, be expected to participate fully in such discussions.
- (c) This description is not intended to establish a total definition of the job, but an outline of the duties.

## Personal Specification

The Person Specification identifies essential criteria needed for the job.

The criteria must be job-related, justifiable and non discriminatory. You are required to detail how you will assess the criteria in the Method box e.g. Application Form (AF), Interview (I), Presentation (P) or Work Related Exercises (WRE).



# Health, Safety & Sustainable Development Manager



<b>JOB TITLE: Health, Safety and Sustainable Development Manager</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD</b>
<b><u>WORK PERFORMANCE/ KNOWLEDGE</u></b> <u>Examples:</u> Further Education system Occupational ability Financial systems	Recent experience of working as a Health, Safety and Environmental Officer/Manager in an Educational or Industrial environment.		AF I
<b><u>QUALIFICATIONS &amp; TRAINING</u></b> <u>Examples:</u> Good standard of Education 5 GCSEs or equivalent Degree or equivalent	NEBOSH National Certificate  Degree or equivalent in an environmental subject	NEBOSH Diploma  Membership of IOSH  Membership of IEMA	AF
<b><u>KEY COMPETENCIES/SPECIAL SKILLS</u></b> <u>Examples:</u> Leadership Planning Problem solving Communication Initiative Attention to detail	<ul style="list-style-type: none"> <li>Ability to deliver training to staff and students.</li> <li>Ability to keep up to date with Health, Safety and Environmental legislation and practice and to apply this in a College environment.</li> <li>Excellent communicator with the ability to relate to staff and students at all levels.</li> <li>Good organisational and administrative skills, able to write comprehensive reports and Health, Safety and Environmental Procedures.</li> <li>Ability to prioritise and maintain a substantial workload.</li> <li>Computer literate.</li> </ul>		AF I
<b><u>PERSONAL QUALITIES/ATTRIBUTES</u></b> <u>Examples:</u> Team Player Displays Judgement Able to work under pressure Professional confident approach Adaptability	<ul style="list-style-type: none"> <li>Friendly.</li> <li>Approachable.</li> <li>Able to work in a team or on own initiative.</li> <li>Excellent influencing skills.</li> <li>Good strategic appreciation and vision</li> </ul>		AF I
<b><u>OTHER RELEVANT INFORMATION</u></b> <u>Examples:</u> Flexibility Ability to Drive	<ul style="list-style-type: none"> <li>Committed to CPD.</li> <li>Flexibility</li> <li>Able to travel across college campuses.</li> </ul>		

