

## **JOB DESCRIPTION**

**Post Title:** Health, Safety and Sustainability Advisor  
Directorate of Resources

**Salary Range:** Business Support Pts 26-28

**Responsible To:** Executive Director of Environmental Services

### **Purpose of the Role**

The postholder will be expected to:

- Develop, oversee and manage the implementation of the College Health & Safety Policy.
- Develop, oversee and manage the implementation of the College Sustainability Policy.

### **Duties**

1. To develop, monitor and review compliance with the College Health & Safety Policy and supporting procedures and guidelines; to contribute as part of the internal Inspection team, as appropriate.
2. To review the College Health & Safety Policy to ensure relevance and compliance with all current legislative requirements.
3. To develop supporting procedures and guidelines to ensure the implementation of the College Health & Safety Policy.
4. To develop and lead a health and safety champions' network across the College to assist in the implementation of the College Health & Safety Policy, with input from the Unions as appropriate.
5. To review the College Sustainability Policy to ensure relevance and compliance with all current legislative requirements.
6. To develop supporting procedures and guidelines to ensure the implementation of the College Sustainability Policy.
7. To develop and lead a sustainability champions' network across the College to assist in the implementation of the College Sustainability Policy.
8. To deliver and co-ordinate appropriate health & safety and sustainability training for employees of the College, including induction and job related training.

9. To ensure that adequate electronic health & safety and sustainability training records are developed and held centrally.
10. To assist in the implementation of the College Safeguarding Strategy and be part of the Safeguarding team.
11. To liaise with the Estates team to ensure compliance with energy and carbon reduction legislation, to assist in the development and oversee the implementation of procedures to monitor the College energy and water usage, to implement energy and water saving initiatives and to meet targets for year-on-year reduction in consumption.
12. To liaise with the College Site Manager to ensure compliance with waste disposal regulations and assist in the development of a waste management strategy to reduce the amount of College waste disposed of in landfill.
13. To monitor and review the implementation of the College Travel Plan, including car parking arrangements.
14. To support the development and ensure appropriate delivery of teaching materials to integrate key aspects of health & safety and sustainability into academic courses wherever possible.
15. To assist in the development and implementation of an environmental management system to ensure compliance with the AoC 'Green College' declaration and to initiate and support campaigns to reduce the negative environmental impact and carbon output of the College activities, including overseeing the implementation of the Carbon Management Plan.
16. To be a representative at College management groups, represent the College at external events and liaise with external organisations, as required.
17. To ensure value for money.

### **Corporate Responsibilities**

1. To share and demonstrate the values of the College.
2. To adhere to all College regulations including financial regulations.

### **General Responsibilities**

1. To take responsibility for one's own continuous and professional development.
2. To ensure compliance with the Data Protection Act and Freedom of Information Act.
3. To follow strictly the requirements of the College policies and in particular the Health and Safety Policy, Sustainability Policy and Equality/Diversity Policy and to maintain confidentiality in all aspects of College business.

4. To work co-operatively with other areas of the College to provide a corporate College service, particularly at enrolment times and during academic vacations.

You may be required to undertake such other duties, commensurate with your grade and hours of work, as may reasonably be required.

You may be required to work at or from any building, location or premises of Wigan and Leigh College, and any other establishment where Wigan and Leigh College conducts its business.

### **Variation to this Job Description**

This is a description of the job as it is at present, and is current at date of issue. The Job Description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed. This process is carried out through discussions with Management. You are expected to participate fully in the review and, following discussion, to update your Job Description as is considered necessary or desirable. It is our aim to reach agreement on reasonable changes. However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

The successful candidate will be required to apply for a Standard Disclosure in accordance with Part V of the Police Act 1997. Further information about the Disclosure scheme can be found at [www.gov.uk](http://www.gov.uk)

May 2013

## Person Specification

Post Title: Health, Safety and Sustainability Advisor

Please use this document when completing the 'Person Specification Requirements' section of the Application Form.

Where appropriate, you should give examples of how you meet the criteria, ie, it is not sufficient to say that you can communicate effectively; you should give examples of how you have used your communication skills effectively.

### Essential/Desirable

#### Qualifications

- Degree or professional qualification, preferably in a health & safety or sustainability related discipline E
- NEBOSH Certificate in Occupational Health and Safety or to attain within the probationary period E
- GCSE Maths and English Grade C qualifications or recognised equivalent E
- Post-graduate degree, or experience in a health & safety or environmental discipline D

#### Knowledge

- Comprehensive knowledge of current legislation relevant to this role E
- Appropriate knowledge, understanding and commitment to environmental and sustainability issues or willingness to undertake relevant training within the probationary period E
- Appropriate knowledge and understanding of health and safety regulations or willingness to undertake relevant training within the probationary period E
- Evidence of continuous professional development E

#### Competencies

- Able to demonstrate effective communication skills E
- Demonstrated ability to work independently E
- Demonstrated ability in at least one aspect of the role E
- Proven planning and organisational skills E
- Demonstrated ability to work as a proactive team member E
- Demonstrated ability to work flexibly E
- Demonstrated ability to make a significant contribution to internal/external promotional activities and/or initiatives E
- Demonstrated, effective ability in information technology E
- Demonstrated ability to be innovative, out-going and proactive, with the ability to motivate and inspire others E
- Approachable, patient and diplomatic E

#### Other Requirements

- Able to travel as necessary to fulfil the duties of the post E

- A commitment to on-going personal development and willingness to attend appropriate training courses, which may require overnight subsistence E
- A willingness to work flexibly and outside of normal office hours; evenings, weekends and occasionally at bank holidays E
- Suitable to work with children and young people in accordance with Government guidelines for safeguarding children E
- This post is exempt from section 4 (2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes. E
- Membership of a relevant professional body D