



**Dublin City University
Health and Safety Manager
Health and Safety Office
Administrator II
Permanent**

Background:

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates, and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

DCU's excellence is recognised internationally with the University being ranked highly among leading global institutions. DCU is the only Irish University ranked in the QS Top 50 Universities in the world under 50 years old out of a total of almost 10,000 universities established since 1966. DCU is the Ireland's fastest growing University. It has a turnover of approximately €200m generated from the University's activities and from a significant commercial group of companies. Known as "Ireland's University of Enterprise", DCU is characterised by a focus on innovation and entrepreneurship, close engagement with the enterprise sector in its research and education activities, and its agility in effecting change.

Post Summary:

DCU is looking to appoint a Health and Safety Manager. Reporting to the Chief Operations Officer, the Health and Safety Manager will be responsible for all aspects of Health and Safety on the University campuses that encompass over 17,000 students and 1,600 staff. The person will have extensive experience in the Health and Safety area, including Fire Safety, preferable in a large organizational context and have demonstrated the ability to lead a professional team to ensure that the University's legislative requirements are in place.

Key Responsibilities and Tasks

The following is a broad but not exhaustive list of the principal duties of the post:

- Lead the development and overall delivery of the University's occupational health and safety strategy, providing the driving force for continuous improvement and positive change in the University's health and safety culture and management practices.
- Support management in ensuring the University's health and safety management system is implemented consistently across our entire operations, and to monitor its effectiveness and compliance.
- Provide input into Health and Safety Office reports to Senior Management and Governing Authority, as required.
- Develop and maintain strong links with Senior Manager, Heads of Schools and Units and Campus Company CEOs.
- Liaise with the DCU Estates Office in relation to all building fabric/services safety issues and contractor safety performance.
- To support management in maintaining a good level of awareness of workplace health and safety, road safety, environmental, fire protection and quality requirements across all areas of our business
- Carry out audits, and support Heads of Unit in creating required risk assessments, and be responsible for tracking their status and relevance.
- Based on risk assessment outcomes, assist management to formulate proportionate and compliant methods of work and safe systems of work for colleagues.
- Support the logging and investigation of workplace and road-based accidents/dangerous occurrences and log/track agreed remedial actions to prevent a re-occurrence.
- Liaise with the relevant Staff in respect of Public/Employee liability claims.
- To be an active participating member of the Health and Safety Steering Committee and act as the coordinator, including managing the input from the Health and Safety Consultation Group and other stakeholders.
- To liaise with outside regulatory and enforcement authorities and provide them on request with accurate and timely information.
- To identify training needs and implement specific health, safety, environment, fire, security and quality training programmes.
- Provide staff with technical support and advice on occupational safety, occupational hygiene, workplace ergonomics and other work related issues.
- Participate in regular reviews of DCU health and safety management system and policies to support continual improvement in DCU's safety performance and ensure compliance with legislative and regulatory requirements.
- Develop user-friendly online training and reporting systems that encourage high levels of staff engagement in safety.
- Keep up to date with all aspects of relevant health, safety and welfare at work legislation and communicate relevant change.
- Any other appropriate duties that may be assigned from time to time.

Knowledge and Skills Requirements:

- A Primary Degree or Masters Degree in Occupational Health and Safety or related area with a minimum of 10 years relevant experience.
- Full knowledge of applicable regulatory requirements for workplace health & safety, environment and fire protection.
- Possessing excellent verbal and written communication and risk assessment skills.
- Membership (ideally chartered membership) of a recognised professional safety and health organization.
- Demonstrated ability to work both independently and as part of a team.
- Professional approach, coupled with strong interpersonal skills.
- Flexible and self-motivated.
- Must be familiar with current health and safety legislation, and demonstrate the ability to interpret legislation in the context of the higher education sector.
- The ability to identify and advise on appropriate, pragmatic solutions to safety challenges facing the various campuses will be a core requirement for the appointee.

Salary Scale: €56,443 - €89,840

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Informal Enquiries to:

Informal enquiries may be addressed to Dr. Declan Raftery, Chief Operations Officer
Email: COO@dcu.ie Tel: 01 700 5117

**Please do not send applications to this email address.*

Closing Date: 13th March 2019

Application Procedure:

Application forms are available from the DCU Current Vacancies (Internal Competitions) website at <http://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #1163 Health and Safety Manager.

Dublin City University is an equal opportunities employer