



Health and Safety Office

Health and Safety Advisor

(Senior Administrative Assistant I)

Fixed Term Contract (3 Years)

Background

The Health and Safety Office provides advice, assistance and support on all aspects of occupational health & safety to DCU Management, Staff and Students and in doing so maintains the University in good standing in relation to Health & Safety legislative obligations and national and international best practice. Working as part of a four person team, the Health and Safety Advisor will report to the Health and Safety Officer. The post holder will be responsible for supporting the University in developing and expanding existing safety systems and processes to ensure they are appropriate to a multi campus environment. In particular they will work closely with management and staff on the DCU St Patricks, All Hallows and Alpha campuses and with DCU campus companies to assist them in the review, development or adaptation of safety policies and systems to integrate seamlessly into DCU safety management systems. Possessing excellent communication and risk assessment skills, the Health and Safety Advisor promote and further develop safety awareness amongst DCU staff and students. In particular, he/she will lead the development of proactive safety culture across the newer St Patrick's, All Hallows and Alpha campuses.

The post holder will initially be primarily located on the DCU Glasnevin campus but in the course of the role will be required to operate across all DCU campuses.

Duties and Responsibilities:

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

- Develop and maintain strong links with DCU Heads of Schools and Units and Campus Company CEOs
- 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.
- Provide technical support to Schools, Units and Campus Companies in the compilation of local safety statements and the regular review of risk assessments advising on appropriate control measures
- As part of the DCU Health and Safety Function, continually review and identify staff training needs, establish an annual training calendar, deliver tailored staff training programmes and mentor student leaders in delivering safe events. Maintain records of all safety training.

- Ensure that the DCU health and safety management system and policies are appropriately implemented across the newer campuses and in Campus Companies.
- Investigate and report on significant injuries/incidents as required and implement effective actions to prevent recurrence.
- Liaise with the DCU Estates Office in relation to all building fabric/services safety issues and contractor safety performance.
- Provide input into Health and Safety Office reports to senior management.
- Generate health and safety metrics as a tool to measure the implementation of the DCU health and safety management system on the newer campuses.
- 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 changes.
- Any other appropriate duties that may be assigned from time to time.

Key Requirements

- A Primary Degree or Masters in Occupational Health and Safety
- Membership (ideally chartered membership) of a recognised professional safety and health organisation such as IOSH
- At least 5 years relevant experience of working within Occupational Health and Safety (ideally within the higher education sector)
- Demonstrated ability to work both independently and as part of a team
- Professional approach, coupled with strong interpersonal skills.
- Excellent verbal, written communication, presentation and training skills
- Strong IT skills (web editing desirable)
- Flexible and self-motivated
- Must be familiar with current health and safety legalisation, and demonstrate the ability to interpret legislation in the context of the higher education sector

NOTE: 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: €45,452 – €54,974*

**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.*

Closing Date: 21st April 2017

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

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