



Applications are invited from suitably qualified candidates for the following position

**Health and Safety Advisor  
Professional 4  
DCU Health and Safety Office  
Fixed Term Contract (3 Years)**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

**Overview of the department**

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.

**Role Profile**

Working as part of a four-person team, the Health and Safety Advisor will report to the Health and Safety Advisor (Fire Safety). 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 the development and delivery of health and safety training. Possessing excellent communication and risk assessment skills, the Health and Safety Advisor promote and further develop safety awareness amongst DCU staff and students.

The successful individual 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**

Please refer to the job description for a list of duties and responsibilities associated with this role.

### **Qualifications and Experience**

- Relevant Third Level qualification in Health and Safety that allows eligibility for membership to the Institution of Occupational Safety and Health;

The Candidate will also have:

- Demonstrated ability to work both independently and as part of a team
- Professional approach, coupled with strong interpersonal skills and a proven ability to build and maintain strong working relationships.
- Excellent verbal, written communication, presentation and training skills
- Strong IT skills (e-learning)
- 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

The Candidate will ideally have:

- 1-2 years relevant experience of working within Occupational Health and Safety

### **Essential Training**

The successful individual will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

### **Salary Scale:**

Professional 4 - €39,156 - €58,143

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date:** Thursday, 9<sup>th</sup> February 2023

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

**Informal Enquiries in relation to this role should be directed to:**

Paula Kierans, Health & Safety Manager, Health & Safety Office, Dublin City University.

Phone + 353 (0)1 7008896 Email: [paula.kierans@dcu.ie](mailto:paula.kierans@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref BC2019091024 Health and Safety Advisor**

*Dublin City University is an equal opportunities employer.*

*In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.*

*The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*