



## **JOB DESCRIPTION**

**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**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Provide staff with technical assistance and advice on occupational safety, occupational hygiene, workplace ergonomics and other work related issues.
- As part of the DCU Health and Safety function, planning, directing and delivering health and safety training and development programmes for staff and students. Developing individual health and safety training programmes, including e-learning, that meet the skills gap identified through training needs assessment and risk assessment.
- 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 assistance 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
- Ensure that the DCU health and safety management system and policies are appropriately implemented across all campuses and in Campus Companies.
- Investigate and report on significant injuries/incidents as required and implement effective corrective and preventive actions to prevent recurrence.
- Provide input into Health and Safety Office reports to the Health & Safety Manager
- Generate health and safety metrics as a tool to measure the implementation of the DCU health and safety management system
- 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.

### **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 legislation, 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 appropriate to upskill in areas as required for the post.