



Applications are invited from suitable candidates for the following position:

**Health and Safety Office
Health and Safety Advisor – (Senior Administrative Officer II)
Permanent Contract**

Introduction

Dublin City University www.dcu.ie is a young, ambitious and vibrant University, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise and Transformation’, it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU’s ranking among the top 2% of universities globally. It also consistently features in the world’s Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions’ contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

The Health and Safety Office

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 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

See job description for list of main duties and responsibilities.

Experience, Skills and Qualifications:

The post holder will have:

- A primary degree and ideally a postgraduate qualification in Occupational Health and Safety.
- A minimum of three years' relevant experience within Occupational Health and Safety

In addition, the ideal candidate will have:

- Membership (ideally chartered membership) of a recognised professional safety and health organisation such as IOSH
- 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 (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

Essential Training:

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

Salary Scale: (Senior Administrative Officer II): €50,302 - €68,024

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

Closing Date: 24th September 2021

Informal Enquiries to: Ms. Paula Kierans; Email paula.kierans@dcu.ie

Please do not forward applications to this e-email address. The procedure outlined below should be followed:

Application Procedure: Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> Applications should be submitted by email to hr.applications@dcu.ie

For Further information about DCU and benefits visit: [Why work at DCU?](#)

Please clearly state the role that you are applying for in your application and email subject line: #BC1024 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](#)