



JOB DESCRIPTION

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

The duties and responsibilities attaching to the post include but are not limited to the following:

- Provide staff with technical support 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 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
- 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 senior management.
- 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.

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 legalisation, 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 essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.