

Job Title:	Health and Safety Partner
Job Grade:	Band 8/SCP19-23 ranging from £31,067 to £33,366
Reports To:	Head of Estates/Facilities
Direct Reports:	N/A
Clearance Required:	Enhanced DBS
Key Stakeholders:	All levels of leadership and management, employees, governors, trustees, external agencies and partners

Job Purpose

To work across EVAT to implement and advise on health and safety legislation and associated best practice to promote a positive health and safety culture.

Key Responsibilities and Accountabilities

1.	Promote and work with key stakeholders to determine safe working practices, ensuring that all schools and business service functions have suitable and sufficient risk assessments for their operations and activities and effective risk control measures are stored on the appropriate system
2.	Maintain and share up to date knowledge of current and new legislative requirements, relating to health and safety, in order to interpret, evaluate and advise management on the implications of such legislation on teaching and learning and business support
3.	Undertake planned health and safety audits and workplace inspections and ad-hoc site visits and inspections of any EVAT workplace, operation or activity to audit compliance with regulations and procedures. This will include the provision of reports to highlight where risk assessments and technical input and remedial actions are required
4.	Work closely with the People Team and organisational leaders regarding matters of concern in connection with specialist risk assessments and training and support requirements

5.	Ensure general administration of the health and safety service is carried out in an accurate and timely manner
6.	Maintain, review and revise first aid arrangements, organising appropriate training as necessary
7.	Coordinate quarterly health and safety meetings with key stakeholders and provide advice and support to the chair of the Finance Audit Risk and Resources Committee on health and safety risk to the Trust
8.	Provide support, advice and training on employers and employees' health and safety responsibilities, including induction, associated health and safety awareness/training
9.	Complete investigations of all incidents and recommend measures to prevent recurrence
10.	Ensure appropriate employee/pupil and visitor protection registers are maintained and shared as required
11.	Provide a direct input in the event of an emergency. Assist and administer the business continuity function/plan
12.	Develop and implement EVAT's health and safety policies, associated procedures and systems
13.	Carry out any other duties that are within the scope and grading of the post which could also be requested by the Head of Estates and Facilities, the Deputy CEO or the CEO

This Job Description is not definitive and outlines key accountabilities – colleagues are expected to be flexible regarding their accountabilities and will from time to time be asked to carry out other duties to ensure achievement of organisational goals.

Person Specification

Qualifications	Essential or Desirable
NEBOSH/IOSH Level 6 National Diploma in a relevant specialism such as Occupational Health and Safety Management, or equivalent	E
Accredited CDM qualification	D
Project management or post graduate management qualification	D
Skills	Essential or Desirable
Computer literate with excellent understanding of Microsoft Office suite of programmes	E
Ability to work as part of a team, working effectively with people across a wide range of levels and responsibilities	E
Ability to organise and prioritise workload and work on own initiative	E
Ability to remain calm and deal with challenging situations in an appropriate manner	E
ICT literate with a working ability to use key IT software to present work to a high standard	E
Ability to collate, manage and analyse data to provide insight through trends, themes and translate into effective action plans	E
Ability to be able to present information in a logical and systematic manner and to interpret data with skill and understanding to inform strategic decision-making at school and Trust level	E
Knowledge / Experience	Essential or Desirable
Demonstrable Health and Safety experience at a senior level within a large complex organisation	E
Working knowledge and awareness of health and Safety legislation	E
Demonstrable experience of conducting audits and risk assessments	E
Experience of working with senior leaders and staff with key Health and Safety responsibilities	E

An understanding of contractor management and engagement	E
Demonstrable Health and Safety experience within the education sector	D
Experience working within or for a Multi-Academy Trust, local authority or similar organisation, in a similar role	D
Ability to build effective working relationships with colleagues and external partners at all levels	E
Ability to provide and receive complex information/ data and be able to communicate the information onwards to allow understanding across all stakeholders	E
Awareness of child protection / safeguarding issues	E