

THE IVEAGH TRUST



Health and Safety Officer

Job Description | Ref [HS200]
September 2020

The Iveagh Trust is the longest established provider of social housing in Ireland, building sustainable communities since 1890.

Today, the Trust provides almost 1,600 units of accommodation across Dublin City and suburbs, offering a range of housing options including supported housing for older people, the Iveagh Hostel for homeless men and general needs housing for families.

The position of Health and Safety officer is a new role presenting the opportunity to contribute to the work of a respected charitable Trust in a challenging but rewarding environment.

Position	Health and Safety Officer
Reference	HS200
Reporting to	Director of Finance
Contract	Permanent, Full-time
Salary	€40k – €45k, depending on experience
Probationary Period	6 months
Terms	The Iveagh Trust offers excellent terms and conditions of employment including flexitime and membership of a Defined Contribution Pension Scheme following successful completion of the probationary period.
The role	This is a new role reporting to the Director of Finance, with responsibility for ensuring the highest standards of health and safety for tenants, residents, visitors and staff within the ethos and tradition of the Iveagh Trust.
Person Specification	<p>The Iveagh Trust is looking for a dynamic individual who is committed to the mission of the Trust and with the experience and ability to learn quickly, and to develop responses in keeping with the Trust's ethos and mission.</p> <p>The successful candidate should have approximately five-years' experience in a similar or analogous role working in an environment where people live and work.</p> <p>You will be driven and committed to find sensible solutions that meet the needs of residents and staff. Your job will be to make the Iveagh Trust a safe, healthy, and attractive place to live and work.</p> <p>Ideally, you will be educated to degree level or hold a qualification in in a related area.</p>
Experience	<ul style="list-style-type: none"> ✓ Approximately five years' working in health and safety in an environment where the public are present. ✓ A comprehensive knowledge of current health and safety legislation, regulations and practice. ✓ Experience dealing with regulatory and statutory bodies.

Essential	<ul style="list-style-type: none"> ✓ Qualification in Health and Safety. third level degree or equivalent ✓ Good organisational skills. ✓ Excellent record-keeping and reporting skills. ✓ Pro-active, problem-solving approach. ✓ Strong interpersonal and communication skills. ✓ Ability to deal with complex situations in a multi-stakeholder environment. ✓ Ability to work on own initiative and flexibly as required. ✓ Excellent working knowledge of Word and Excel. ✓ Full clean driving licence.
Desirable	<ul style="list-style-type: none"> ✓ Working in Housing, Construction, Facilities Management, Maintenance or related environment ✓ IT knowledge of appropriate database software packages
Job Profile	<p>General</p> <ul style="list-style-type: none"> ✓ Develop a solid understanding and appreciation of the Health and Safety needs of the Trust ensuring a safe and healthy place life to and work. ✓ Review and monitor health and safety practices and procedures across the Trust's properties and areas of activity. ✓ Report effectively to senior management. ✓ Advise and collaborate with management and staff on operational and policy matters. ✓ Develop and maintain knowledge of wider legislative, policy and regulatory environment. ✓ Deal with issues in a sensitive, pragmatic way. ✓ Represent the Iveagh Trust at meetings and events as required. ✓ Take on additional health and safety responsibilities in line with changing regulatory environment. ✓ Regularly liaise with HR on requirements that originate from your day to day duties or specific incident investigations carried out. ✓ Effectively plan and manage any delegated budgets in line with Trust instructions <p>Health and Safety Compliance</p> <ul style="list-style-type: none"> ✓ Prepare and carry out risk assessments where necessary. ✓ Develop policies and procedures where required in conjunction with relevant staff. ✓ Develop processes to ensure standards are maintained. ✓ Develop, document and record all Health and Safety processes and procedures ensuring that such a database is compliant with regulatory requirements. ✓ Monitor and ensure standards and procedures are complied with by the staff, tenants, residents and third-party contractors ✓ Regularly review health and safety procedures to ensure that they are compliant with all relevant legislation. In

	<p>particular that the safety systems applied by the Trust in the use of water (legionella), gas, electricity and fire emergencies are appropriate and robust.</p> <ul style="list-style-type: none"> ✓ Regularly review and assess the effectiveness and robustness of safe systems of work being employed by staff and third-party contractors. ✓ Carrying out post incident / accident investigation. Report on investigation outcomes and review the appropriateness of the Health and Safety standards applied by the Trust and where necessary inform, develop and propose changes in safety procedures. ✓ Establish workplace Health and Safety committees and representatives. <p>Training</p> <ul style="list-style-type: none"> ✓ Develop, tailor and manage delivery of training programmes to staff as required. ✓ Develop, maintain and monitor staff training database ensuring the Trust is compliant with all Health and Safety training requirements. ✓ Attend training as required appropriate to your role.
<p>Applications to</p>	<p>All applications must include the reference code: [HS200], a cover letter and up to date CV.</p> <p>Please send your CV along with a cover letter outlining your suitability for the position by email to: careers@theiveaghtrust.ie</p> <p>Or by post to:</p> <p>Denise Conway The Iveagh Trust Bull Alley Street Dublin 8</p> <p>Closing date for applications is: Friday 25 September 2020 at 5pm</p> <p>The Iveagh Trust is an Equal Opportunities Employer. Replies to selected interviewees only.</p>