



**Staffordshire  
University  
Academies  
Trust**

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**Compliance and Health and  
Safety Officer**

**Applicant Information Pack**

***“Achieve Better Outcomes”***

Email: [Office@suatrust.co.uk](mailto:Office@suatrust.co.uk)

Telephone: 01782 987120

Website: [www.suatrust.co.uk](http://www.suatrust.co.uk)





Dear Candidate,

Thank you for expressing an interest in the role of Compliance and Health and Safety Officer for Staffordshire University Academies Trust (SUAT).

Staffordshire University Academies Trust is an established but growing Multi Academy Trust, comprised of a family of twenty church and non-church, primary and secondary academies, based within the county of Staffordshire.

SUAT has an exciting opportunity to appoint a Compliance and Health and Safety Officer. We are looking for the right person to join SUAT's Central Team, to work within the area of operations within a supportive, growing and efficient Multi Academy Trust, which is based on the campus of our University sponsor, in Stoke on Trent.

This Applicant Information Pack will provide you with information about our Trust and our vacancy; I hope you find this useful. There is also a wide range of information on our websites which will help you to understand more about the Trust and all of our schools and can be accessed [here](#).

To apply, please complete all sections of the application form; guidance notes have been provided to support your application journey. Kindly ensure that your application accounts for any gaps in employment and that you include the names and addresses of two professional referees (one of which must be your current or most recent employer). Please note that referees will be contacted prior to interview.

### **Closing Date**

Please return your completed application form and your covering letter by email, directly to [HBrooks@suatrust.co.uk](mailto:HBrooks@suatrust.co.uk) by the closing date of 9<sup>th</sup> April 2024 at midday; applications will be acknowledged by return email. Candidates chosen for the shortlist will be notified as soon as possible, unsuccessful applicants will also be notified.

### **Interviews**

Interviews will take place on 18<sup>th</sup> April 2024. Candidates will be notified of the outcome as soon as possible after the interviews take place.

### **Start Date**

This vacancy is immediately available, as a new post to the Trust. The post-holder must be prepared to reside within daily travelling distance of Stoke on Trent (ST4 2DF) with the means to travel to all twenty of our Staffordshire based academies.

I wish you good luck with your application journey.

Kind Regards,

Hope Brooks  
Operations Director



## **About Staffordshire University Academies Trust**

*Our Trust's aspirations are reflected in the culture and ethos of the academies, in the way in which our communities are built upon sensitivity, tolerance and the appreciation of difference; at the heart of our work is the education of the young people in our care. There is a whole Trust ethos based on Rights, Respect and Responsibility. We are committed to providing a stimulating, varied and broad education.*

*Our academies offer a wide range of extra activities as well as aspiring to good and outstanding academic standards. We want our pupils to be genuinely involved in the life of our academies, participating in decisions, interested in their learning and valuing the opportunities they have had. We are proud of their achievements, the quality of our teaching and the pastoral care we provide. We want our young people to leave our academies with ambition, an appetite for learning and the confidence to encounter the challenges and changes that will inevitably face them.*

### **Achieve Better Outcomes**

Staffordshire University Academies Trust has set itself four core objectives:

- **S**upport our academies, staff and pupils in their journey to sustained outstanding performance through partnership, support and collaboration.
- **U**nderstand our communities in order to maximise our potential to raise aspirations and outcomes for our staff and pupils.
- **A**spire to a sustainable future for our academies so that outstanding achievement and progress can be secured for generations of pupils.
- **T**rain and support all staff so that they can be inspirational leaders and outstanding practitioners, within a planned framework of support for their well-being.

***Our vision is to achieve better outcomes for all of our children and young people by providing an outstanding inclusive learning experience.*** Staffordshire University Academies Trust believes that its academies should be at the heart of their communities; that education goes beyond the classroom and the school day, and that every person's role within the Trust is to deliver outstanding provision in whatever sphere, so that maximum progress by the pupils can be made. The Trust believes that these values should allow all stakeholders to excel and believe that there are no limits on individual achievements.



## Compliance and Health and Safety Officer

### Job Specification



## Purpose

To be a member of the Central Team of SUAT, supporting the operational functions of the Trust, including:

- The co-ordination of compliance regimes, health and safety systems, resources and reporting.
- Liaison in relation to building maintenance and project works.
- Completing administration tasks in relation to the estate.
- Supporting the procurement and monitoring of estate related contracts.
- Maintaining an overview and support of the Trust's data protection compliance framework.
- Undertaking internal health checks, recording, reporting and monitoring data.
- Supporting the Trust's work in relation to energy management and sustainability strategies.
- Promoting and safeguarding the welfare and safety of pupils at all times.
- Analysing and evaluating data/information and produce reports/information/data as required.
- Undertaking research and obtaining information to inform decisions regarding health and safety and compliance matters.
- Contributing to the overall ethos/work/aims of the Trust.

The post holder will provide professional support to the Trust Central Function and our growing network of academies, with a reputation for high standards across all aspects of their work. The post-holder will support the Trust's compliance and operational activities and regimes, working closely with the Operations Director, Trust Central Team and Academy colleagues across the MAT, including visits to each of our academies, which are spread across Staffordshire.

The post holder shall:

- Treat Academy and Trust staff and pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to their professional position.
- Show tolerance of and respect for the rights of others not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- Have proper and professional regard for the ethos, policies and practices of SUAT, and maintain high standards in their own attendance and punctuality.
- Have an understanding of, and always act within, the statutory frameworks and Trust policies and procedures which set out their professional duties and responsibilities within the public sector.



**Compliance and Health and Safety Officer**  
**Job Description**





## **Compliance**

- Manage the document control log for health and safety, data protection and premises procedures and risk management information, including revisions.
- Monitor, review and report on Academy risk management and compliance information, undertaking internal health checks and scrutiny, including health and safety, premises and data protection matters.
- Provide support in relation to procedures used to assess, control, and monitor risk and compliance within operational areas including health and safety and premises matters.
- Consulting with the OD on the outcomes of internal audits, to inform the central risk register.
- Monitor mandatory training across the Trust.

## **Health and Safety**

- Maintain and review SUAT central health and safety documentation; risk assessments, procedures, COSHH assessments.
- Track accident and incident trends across the Trust and report on outcomes.
- Monitor, track and report on educational visits risk management using the Evolve system.
- Maintain the Trust's resources and documentation surrounding health and safety management and compliance.
- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

## **Premises**

- Manage and review lettings documentation which is used by academies within the Trust.
- Liaise with contractors in connection with general building/maintenance works, including support in relation to quotations and/or site visits to academies.
- Monitor premises related projects and complete administrative tasks required in relation to those projects.
- Monitor and report on the use of energy and energy consumption across the Trust.

## **Contracts**

- Form the first point of contact for queries that academies have in relation to service level agreements relating to the premises and compliance services and escalate matters which require resolution with suppliers.
- Support in procuring and monitoring compliance contracts across the Trust estate.
- Liaise with contractors regarding compliance contracts across the Trust estate.
- Support Academies in making insurance claims as required, working with the Office Support Services Coordinator to track claims.
- Support with undertaking and recording the vetting of contractors and suppliers used by the MAT and academies.



### **Data Protection**

- Form a point of contact for data protection queries, providing advice in relation to subject access requests and handling data breaches under the guidance of the OD.
- Maintain an overview of and support the MAT's data protection compliance and cyber security framework, using the MAT's designated online systems.

### **Administration**

- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.

### **Safeguarding**

- Promote and safeguard the welfare and safety of pupils at all times and carry out all duties in a manner which promotes equality of opportunity, dignity and due respect for all persons and is consistent with the Trust's procedures on safeguarding and child protection.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Contribute to the overall ethos/work/aims of the Trust.

### **Equality and Equity**

- Ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity, and community cohesion, and supports pupils to become successful integrated citizens.
- Actively challenge and address discrimination and be aware of, support and ensure equal opportunities for all.
- Ensure a continual focus on equity as measured by pupil outcomes.
- Appreciate and support the role of other professionals.

### **Climate Change**

- Delivering energy conservation practices in line with the Trust's climate change strategy.

### **Note**

As this post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount. The post holder will be expected to adapt to, and perform, duties as reasonably correspond to the general character of the post and commensurate with the level of responsibility.



## Compliance and Health and Safety Officer

### Person Specification

<u>Criteria</u>	<u>Measured by</u>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a fast-paced environment and management of workload, prioritising tasks accordingly.</li> <li>• ICT experience with the ability to plan and develop systems.</li> <li>• Experience of working effectively across multiple sites is preferred.</li> <li>• Experience of working in the public sector is preferred.</li> <li>• Experience of working in operational areas including health and safety and premises.</li> <li>• Experience of delivering robust approaches to compliance and risk management.</li> <li>• Identifies and overcomes barriers and manage risks.</li> </ul>	I/AF
<p><b>Qualifications</b></p> <p>NVQ 3 Estate Service, Health and Safety, or equivalent qualification or experience in a relevant discipline.</p> <p>Level 3 Safety, Health and Environment, or equivalent qualification or experience in a relevant discipline.</p>	AF/I
<p><b>Knowledge / Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent keyboard and computer skills (training will be given on the relevant ICT systems which are specific to the Trust).</li> <li>• Organisational skills.</li> <li>• The ability to remain calm under pressure.</li> <li>• Motivated to deliver a quality service and develop own knowledge and skills through continued professional development.</li> <li>• Customer focused.</li> <li>• Confidential approach is essential.</li> <li>• Ability to work as part of a team and on own initiative.</li> <li>• Awareness of relevant legislation, policies, procedures, codes of practice.</li> <li>• Methodical with a good attention to detail.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Takes quick and effective action.</li> <li>• Demonstrates focused implementation of role and responsibilities.</li> <li>• Provides timely, sensitive and honest feedback.</li> </ul>	AF/I/T

**Behavioural Attributes**

- Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.
- Communicates effectively with a variety of stakeholders and is able to maintain positive working relationships with colleagues, suppliers, governance professionals, pupils and students.
- Open and honest and an active listener.
- Takes responsibility and accountability.
- Committed to the needs of the pupils and students within the Trust, and other stakeholders and challenge barriers and blocks to providing an effective service.
- Demonstrates and “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Is committed to the provision and improvement of quality service provision.
- Is adaptable to change/embraces and welcomes change.
- Acts with pace and urgency being energetic, enthusiastic and decisive.
- Has the ability to learn from experiences and challenges.
- Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing skills.
- Is committed to safeguarding the welfare of children.
- Understands operational plans and how they relate to team and individual objectives.
- Identifies and promotes best practice and encourage the sharing of ideas.
- Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of colleagues.
- Works with others to resolve differences of opinion and resolve conflict.

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test



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