

Post Title:	Deputy Head of Risk Management
Place of Work:	The role will be multi-sited with the nature of the role requiring the postholder to travel to any of the College sites as necessary.
Hours of work:	37 hours per week / 52 weeks per annum
Salary:	Tier 2 - £43,248 (Spot)
Accountable to:	Head of Risk Management
Responsible for:	Health, Safety, Training & Insurance Officer

Specific Responsibilities

Reporting to and working closely with the Head of Risk Management, this role will provide professional and technical leadership, advice and support across all aspects of Health and Safety and Data Management Compliance, including insurance and Business Continuity.

Duties

- To support in directing teams on Health and Safety compliance.
- To advise the Head of Risk Management on technical matters relating to Health and Safety.
- To work with the Head of Risk Management to manage the Group's risk management plan (business continuity) to ensure that it is fit for purpose and operationally workable to mitigate effects of any adverse event on the College;
- To provide expert advice to managers, senior leaders and other stakeholders on statutory, regulatory and technical matters relating to Health & Safety, Risk Management and Business Continuity.
- To attend Multi Agency Risk Assessment Committee meetings relating to individual students of the College, with Police and other support agencies of the Government.
- To support drafting for approval by the SLT and/or Corporate Board, policies and procedures which facilitate compliance with the Statutory duties placed on the College by the Health & Safety at Work etc. Act 1974 and other relevant health & safety related Statutory Provisions.
- To monitor compliance with relevant Statutory Provisions and the Group Health & Safety Policy, reporting non-compliances to the appropriate manager for action and/or the Head of Risk Management where the non-compliance has the potential for serious consequences.
- To be responsible to for drafting a Health and Safety Management Plan for approval by the Corporate Board and to work with local managers in its implementation.
- To liaise closely with a range of individuals including managers, Facilities, People, Contractors, enforcing authorities and staff representatives, etc. in ensuring compliance with relevant Statutory Provisions, requirements arising from fire risk assessments, audits and insurance inspections and College Health & Safety Policies and Procedures.
- To manage insurance risk audits.
- To implement and monitor arrangements for the management of safety-critical equipment, e.g. Fire Detection and Alarm, Emergency Lighting, Fire Extinguishers, Fire Doors, Local Exhaust Ventilation systems.
- To implement and monitor reporting procedures for accidents, dangerous occurrences and near misses. To ensure the circumstances surrounding such incidents are fully investigated, consider if further preventative measures are required, and if so, to ensure they are implemented. To report to

the HSE under RIDDOR, making a subsequent report to the Health and Safety Committee of such incidents.

- Management of all aspects of the College's insurance provisions and associated requirements, including insurance claims investigation and handling arising out of, or in connection with accidents or incidents relating to the College's undertaking.
- To have oversight of and ensure arrangements are put in place for the delivery of Health & Safety-related staff training.
- To attend training courses as appropriate to keep abreast of changes.
- To actively promote awareness of health and safety issues and a positive health and safety culture within the College.
- To monitor non-compliance with the College health and safety and data protection policies and procedures, working with local management to overcome issues to ensure they meet the Colleges expectation on Health and Safety and Data Management
- To advise the Head of Risk Management of any serious condition, where immediate closure/cessation of activities is deemed necessary.
- To manage and deliver an e-learning resource for health, safety and soft skills training needs including Data Protection;
- Support the Head of Risk Management on Data Management compliance.
- To provide advice where requested as regards the data protection impact assessment and monitor its performance.
- To support the Head of Estates & Risk Management in establishing and maintaining a register of data owners for sets of information, including educating the data owners on their responsibilities.
- To deputise for the Head of Risk Management in their absence.
- To undertake any other reasonable duties as required by management.

All employees of the Group are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Leads by example.
6. Results Focussed.
7. Manages resources, performance and risk.
8. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
A professional qualification at level 3 or above in Health and Safety, NEBOSH or equivalent.	Y		Application
Member of Recognised professional body relevant to the post.		Y	Application
(2) Knowledge to include:			
A comprehensive understanding of the Health and Safety at Work etc. Act 1974, its subordinate legislation and any other relevant Statutory	Y		Application / Interview / Task

Provisions.			
Demonstratable experience in a similar post	Y		Application / Interview / Task
Understanding and knowledge of GDPR and Data Protection Legislation	Y		Application / Interview / Task
Auditing, identifying areas of improvement and reporting to SLT	Y		Application / Interview / Task
(3) Technical Skills/Abilities to include:			
Ability to effectively manage a team	Y		Application / Interview / Task
Attention to detail and accuracy	Y		Application / Interview / Task
Excellent written/verbal communications including report writing	Y		Application / Interview / Task
Proactive approach	Y		Application / Interview / Task
Able to work to challenging deadlines	Y		Application / Interview / Task
Meeting minimum IT requirements for role as identified by Group	Y		Application / Interview / Task
Ability to drive with access to your own car/means of travel between sites during the working day	Y		Application / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

All staff are expected to be professional, co-operative, and flexible within the needs of the post, their team and the Group and to comply with the Group employment policies and procedures but in particular the Code of Conduct, DBS, Health & Safety and Data Protection Policy, which can be located on the Group StaffNet system or via the HR Department.

Please sign as confirmation of your understanding and acceptance of the role. You should retain one copy for your records and return one copy to the People Department.

Sign: _____

Print: _____

Date: _____