DN COLLEGES GROUP

Ambition	To achieve the highest standards.
Support	A caring, safe, and inclusive environment.
Partnership	Collaborative working to achieve shared goals.
Innovation	We use our initiative and are agile in finding creative solutions.
Responsibility	We take individual and collective responsibility.
Equality	We work with integrity and are open, honest, and respectful of each other

Job Title: Director of Health & Safety

Salary: (Grade 7) £49,569 – £55,768

Curriculum Area/Department: Health & Safety

Responsible To: Chief Operating Officer People & Information

Job Purpose

To provide strategic leadership, expert advice and independent assurance on all matters relating to health, safety, wellbeing, incident response and business continuity across the organisation. The Director of Health & Safety will lead and develop a high-performing Health & Safety team, fostering a culture of accountability, collaboration, continuous improvement and professional excellence. Working collaboratively with students, staff, governors, regulators and external partners, the post holder will drive the development of a positive and proactive safety culture, ensuring compliance with statutory requirements, effective risk management and continuous improvement. Through the organisation's values of ambition, support, partnership, innovation, responsibility and equality, the role will help ensure a safe, inclusive and high-performing environment for all staff, students, visitors and stakeholders.

Key Responsibilities

- Provide independent assurance to Corporation Board, Senior Leadership Team and governance committees through the production and presentation of strategic reports, performance indicators, risk analysis and compliance updates.
- Lead the development and continuous improvement of a positive organisational safety culture, promoting accountability, engagement and shared ownership of health, safety and wellbeing.
- Interpret legislation, industry standards and guidance, making recommendations to the Corporation Board and Senior Leadership Team.
- Formulate, set, implement and endorse organisational health and safety strategic priorities, Health & Safety Policy and all associated arrangements.
- Prepare and maintain the H&S Support Accountability Framework (SAF).
- Effectively lead the Health and Safety, Incident Response and First Aid Teams through coaching and empowerment.
- Lead on critical incident/emergency response and business continuity planning, implementation and testing, including coordination of post incident briefings and subsequent quality improvement planning.
- Manage successful delivery of the HASMAP and workplace inspection and audit programmes to monitor compliance and measure performance standards.
- Chair and lead a consultative, valuable and proactive health and safety committee.
- Create and manage the delivery of high-quality health and safety communication and training via multiple channels.
- Effectively profile and manage the health and safety budget.
- Develop and maintain effective working relationships with external regulators, insurers, enforcement bodies and other key stakeholders, ensuring organisational interests are represented professionally and credibly.

- Ensure that robust emergency precautions are identified, implemented and tested with regards to fire safety, critical incidents and all first aid provision.
- Manage college accident/incident/near miss reporting systems/dashboards and subsequent investigation procedures including root cause analysis, monitor trends and interrogate data to identify and implement early preventative initiatives.
- Work in close partnership with the Facilities and Estates leaders and teams to provide assurance with compliance with statutory property safety requirements relating to fire safety, asbestos management, legionella control, electrical safety, gas safety, contractor governance, construction and refurbishment projects.
- Provide health and safety leadership and assurance for third party occupiers including NHS tenants within college owned properties, ensuring compliance with lease obligations, statutory requirements and shared safety responsibilities through effective partnership working, monitoring and governance arrangements.
- Act as impartial investigating officer for possible disciplinary matters, always maintaining diplomacy and confidentiality.
- Liaise with insurance/loss adjusters and legal teams in relation to potential/actual civil claims, together with investigating and defending any such claims.
- Advise and support Human Resources in identifying and managing occupational health and wellbeing concerns and support requirements, health surveillance schedule and employee assistance programme.

Professional Development

To update regularly in your specialist area(s) and to participate in staff development activities including sharing good practice as required and submitting timely CPD records.
To actively participate in any scheme of regular performance review and appraisal adopted by the College Group.

Additional Duties

Work with managers and employees to support the developing high performing culture of the learning organisation and facilitate cultural change.

Commit and adhere to the organisational **Equality, Diversity and Inclusion, Health and Safety, Safeguarding** and other policies, processes, values and objectives.

Undertake other tasks, as directed, to meet the needs of the College that reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Note: The duties and responsibilities set out in this job description may be reviewed to meet changing circumstances. The post holder will be consulted in such circumstances.

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JOB TITLE: Director of Health & Safety				**POST NO:**	**RESPONSIBLE TO**		COO People & Information
Group Role					**RESPONSIBLE FOR**		Health & Safety Manager x 2 Health & Safety Coordinator Health & Safety Officer F&A Health & Safety Officer x 2
SPECIFIC ATTRIBUTES		**No**	**ESSENTIAL CRITERIA**	**HOW MEASURED**	**No**	**DESIRABLE CRITERIA**	**HOW MEASURED**
A	**Education and Qualifications**	1 2 3 4 5 6	Level 6 Diploma in Occupational Safety and Health (eg NEBOSH, BSC). Chartered member of IOSH (or working towards). GCSE Maths and English grade C or above. 2 other GCSE's grade C or above. ICT Level 2. Driving licence.	Certificates Application form	1 2 3	Leadership & Management Qualification. Qualification in Incident Response/Business Continuity. Qualification in Fire Safety Management.	Certificates

B	**Work Experience**	1 2 3 4 5 6 7 8 9	Significant leadership experience in health and safety management within a complex, multi-site organisation. Experience of developing and implementing organisational health and safety strategy. Experience of presenting reports and assurance information to senior leaders, boards, governors or committees. Experience of managing and developing health and safety teams. Experience of leading accident and incident investigations, including root cause analysis. Experience of managing organisational audits, inspections and compliance programmes. Experience of developing policies, procedures and management systems. Experience of managing health and safety budgets and resources. Experience of emergency planning, business continuity and critical incident management.	Interview Application form	1 2 3	Experience within further education, higher education or public sector environments. Experience of supporting construction or major capital projects. Experience of organisational change and culture improvement programmes.	Interview Application form

		10	Experience of working with regulators, enforcement authorities, insurers and external stakeholders.				
C	**Specific Skills, Aptitudes and Knowledge**	1 2 3 4 5 6 7	Comprehensive understanding of UK health and safety legislation and regulatory frameworks. Knowledge of governance, assurance and risk management principles. Ability to analyse complex data, identify trends and present meaningful performance information. Ability to influence decision-making at Executive and Board level. Knowledge of fire safety and property compliance arrangements. Knowledge of occupational health, wellbeing and health surveillance arrangements. Strong report writing, presentation and communication skills.	Application form Interview	1 2 3	Knowledge of education sector health and safety requirements. Knowledge of safeguarding responsibilities within educational settings. Knowledge of Martyn's Law, protective security and resilience planning.	Interview

D	**Personal Qualities**	1 2 3 4 5 6 7	Demonstrates visible leadership and credibility. Strategic thinker with strong problem-solving ability. Resilient and able to remain calm under pressure during emergencies and incidents. Able to challenge constructively and provide independent professional advice. Highly ethical with sound judgement and integrity. Ability to build effective relationships across all organisational levels. Commitment to equality, diversity, inclusion and wellbeing.	Interview References			
E	**Other related experience**	1 2	Willingness and ability to travel between sites. Ability to respond to serious incidents and emergencies outside normal working hours when required.	Interview / Application Form			
MANAGER COMPLETING PERSON SPECIFICATION:				Director of Health & Safety		**DATE:**	30/10/2026