



St Cronan's Association CLG

Providing high quality support to people & their families living with disability

JOB DESCRIPTION

HEALTH & SAFETY CO-ORDINATOR

12 MONTH FIXED TERM CONTRACT

Our Service

St. Cronan's Association CLG provides a wide range of high-quality day supports for people with an intellectual disability and autism throughout Roscrea, Birr and Nenagh. Services provided include day services and educational, vocational and rehabilitative training. The ethos of service provision is underpinned by our vision which is that all people are treated equally and supported to achieve their goals and true potential. Our work is underpinned by the principles of Person Centeredness, Equality, Justice, Respect and Dignity.

Job Title

Health & Safety Co-ordinator

Overview of Role

The Safety, Health and Welfare at Work Act 2005 (2005 Act) sets out the main legal provisions for securing and improving the safety, health and welfare of people at work. The 2005 Act places many duties on employers and employees. The Health & Safety Co-ordinator will develop and maintain a robust and compliant safety management system, with the following key responsibilities:

1. Health and Safety Plan.
2. Training.
3. H&S Auditing
4. Incident management.
5. Covid Management.

Reports To: Services Manager.

Direct Reports: Covid Officer.

External Liaison: HSA, trainers, EHO, third party suppliers, Occupational Health provider.

Internal Liaison: Services Manager, Maintenance, Drivers, Service Co-ordinators, Unit Leads, all other staff including CE participants.

Terms and Conditions

Contract: This is a part-time role – 22.5 hours per week. 12 month fixed term contract.

Salary: €46,407 pro rata. Immediate start available, subject to successful Garda Vetting. 12.6 days annual leave (pro rata).

Location: The successful candidate will be based in Roscrea or Nenagh. Travel will be required across the services.

Essential

- Experienced Professional, educated to a minimum of degree level, in a Workplace Safety, Health and Welfare related discipline (NFQ Level 8 or higher).
- Minimum 5 years' experience in a Health and Safety Role.
- In-depth knowledge and experience of occupational health and safety legislation.
- Knowledge and experience of hazard identification, risk assessment, manual handling assessment and COSHH assessments.
- Excellent interpersonal skills with the ability to work with a wide range of professionals fostering collaboration and a participatory approach.
- Proficient computer skills in the use of spreadsheets, word-processing, graphics and PowerPoint.
- Excellent report writing skills to ensure effective communication of all aspects of occupational health and safety activity within the organisation including the ability to analyse and interpret data, producing meaningful reports.
- Excellent presentation skills and the ability to present data and information in a professional succinct format appropriate for Board level.
- Excellent organisational skills.
- Self-motivation and the ability to engage others in occupational health and safety management.
- The ability to work autonomously, prioritising own workload with self-direction.
- To respond and achieve challenging deadlines which change rapidly on a daily and weekly basis and require a substantial degree of flexibility.
- A full clean driving licence and access to a vehicle (travel expenses between sites will be reimbursed).

Desirable

- Train the Trainer Qualification.
- Proven ability to deliver training in areas such as manual handling.
- Experience of policy development review.
- Previous experience of, and the ability to implement, an investigative process.
- Able to manage, influence, persuade and negotiate in cases where continuous issues arise, or others need persuading to act.
- Excellent knowledge of compliance and auditing, and the associated management and development of specialist risk management software.
- High level problem-solving ability always.

- Someone who is detailed orientated.
- Fluency in English with excellent communication and organisational skills.
- A strong work ethic.

General

The job requirement is defined by the job goal above and accordingly this is not an exhaustive list of the duties and responsibilities. Therefore, this job description may be revised from time to time to take account of any change in requirements of the position or any other duties as may be assigned by the Services Manager.

Confidentiality

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of clients or staff or other centres business. Such records and information are strictly confidential. In addition, records must never be left in such a manner that unauthorised persons can obtain access to them.