

JOB DESCRIPTION

Respond is a leading Approved Housing Body and a service provider working across Ireland for almost 40 years. Our vision is that every family and individual in Ireland will have high-quality housing as part of a vibrant and caring community. More than 13,000 tenants live in over 5,000 homes across Ireland that we either own or manage. We are also in the process of developing 3500 new homes between 2019 and 2023. Respond also provide a range of services for families and individuals within our communities. This includes emergency accommodation with 24/7 support for families who are homeless in six Family Homeless Services, three Day Care Services for Older People, 17 Early Childhood Care and Education, Family Support and Refugee Resettlement services.

This Health and Safety Manager position is a new position and will be a key appointment ensure the health and safety of all our employees.

Role:	Health and Safety Manager
Location:	Dublin
Reporting to:	Head of HR
Terms:	Permanent – Full Time
Job Purpose:	To ensure legal and regulatory compliance with all Health and Safety Requirements and to promote and ensure a safe system of work across Respond as well as ensuring that internal policies are adhered to.

Responsibility for Health and Safety

- Develop and execute health and safety framework and plans in the workplace according to statutory guidelines
- Prepare and enforce policies to establish a culture of health and safety
- Evaluate practices, procedures and facilities to assess risk and adherence to the law
- Monitor and report on compliance to policies and laws by inspecting buildings, and operations
- Inspect equipment and work set up to observe possible unsafe conditions
- Investigate accidents or incidents to discover causes
- Recommend solutions to issues, improvement opportunities or new prevention measures
- Promote and report on health and safety awareness, issues, learning and statistics
- To monitor developments in health and safety to ensure on going safety in our work.
- Establish arrangements to ensure a safe system of safe working in line with statutory requirements

Understanding of policy

- Providing board, management and staff with clear and succinct briefings on health and safety /legislation.
- Support line managers to ensure a safe and compliant work environment
- Conduct training and presentations for health and safety matters and accident prevention

Leadership

- Develop and promote a positive health and safety culture in Respond through supporting and encouraging managers and teams to create and maintain safe and healthy work environments
- To foster strong and trusting relationships with managers and employees to promote partnership and co-operation in creating and sustain a healthy and safe workplace
- Develop staff understanding through positive engagement, training and support across the business
- Assisting, the service areas to ensure ongoing safe and healthy environments for tenants and service users
- Support internal teams engaging with 3rd party suppliers (e.g. contractors) to ensure the appointment of suppliers with strong health and safety cultures

General

- Adopt an approach of continuous learning and personal development.
- To positively promote healthy and safe working throughout the organisation and its service
- Any other duties, which are consistent with your role

Key Competencies

- Strategic Thinking
- Analysis and Planning.
- Project Management
- Leadership Capability.
- Influence and Communicating
- Results focused.
- Customer/Client focused.

Qualifications	Essential	Desirable
Post graduate qualification in a relevant discipline (e.g. Safety Management /law) or equivalent	✓	
Knowledge/ Experience		
A minimum of five years' work experience in the areas of workplace safety or other relevant area.	✓	
Proven ability to interpret and make accessible complex ideas and data.	✓	
• Deep understanding of legal health and safety guidelines	✓	
• Ability in producing reports and developing relevant policies	✓	
• Good knowledge of data analysis and risk assessment	✓	
• Excellent organisational and motivational skills		✓
• Outstanding attention to detail and observation ability	✓	
• Exceptional communication and interpersonal abilities		✓
Skills and Behaviours		
Experience of designing and implementing a safe and healthy framework in the workplace	✓	
Experience of effective communications and influencing to ensure ongoing engagement.	✓	
Proven ability to network and collaborate with arrange of managers and their teams and build effective partnerships to ensure compliance	✓	
Excellent organisational and motivational skills	✓	
Experience of interpreting new legislation/policy/regulation.	✓	
Attention to detail and ability to work under pressure.	✓	
Strong IT Skills particularly in MS Excel and MS Word	✓	

Please send a **CV** and a **covering letter** to recruit@respond.ie before the closing of business Friday 2nd July 2021.