

## JOB DESCRIPTION

<b>Job Title:</b>	Health and Safety Officer (Training)
<b>Department / Unit:</b>	Health and Safety
<b>Grade:</b>	RHUL 6
<b>Accountable to:</b>	Lead Health and Safety Officer
<b>Accountable for:</b>	n/a
<b>Purpose of the Post</b>	
To manage health and safety training for all areas of the College, both for Academic Departments and Professional Services. This will include the full spectrum of education and training including: administration, training needs analysis, design, development, delivery, assessment, and invigilation. In addition the role will be required to manage third party training providers as and when required.	
<b>Key Tasks</b>	
<ol style="list-style-type: none"> <li>1. To provide input to the strategy for health and safety, including the development of the Strategic Plan and the setting of other performance standards.</li> <li>2. Conduct training needs analysis to determine the learning requirement to ensure compliance with statutory and College specific needs.</li> <li>3. Design and develop health and safety training and awareness courses, including eLearning modules, tailored to the needs of the College and individual departments, including the design of appropriate assessment rubrics.</li> <li>4. Deliver a range of training and awareness courses to staff and students including assessing performance and providing feedback.</li> <li>5. Review the effectiveness, relevance, and engagement of all health and safety training and awareness, including eLearning.</li> <li>6. Manage health and safety training records and complete other administration to support training, including room booking, the provision of hospitality, and the creation of an annual health and safety training plan.</li> <li>7. Manage third-party contracts and third-party training providers related to health and safety training.</li> <li>8. Liaise with the eLearning team within IT to ensure the efficient and effective delivery of health and safety eLearning.</li> </ol>	

9. Develop and maintain the Health and Safety Office WebPages.
10. Liaise with Departmental Health and Safety Coordinators, and participate in networks within and outside the Higher Education sector as required.
11. Attend such meetings associated with health and safety training or other health and safety-related matters, as determined by the Director of Health and Safety.
12. Undertake such general health and safety duties as may be determined by the Director of Health and Safety.

#### **Other Duties**

As the needs of the College change so the above job profile, duties and location of the role within the Service of the College will be adjusted accordingly.