



## Job Description for Diocesan Health & Safety Officer

**Salary:** £32,000 - £38,000 dependant on experience  
After completion of probationary period 6% employer pension contributions, permanent health insurance and death in service

**Hours:** 25 hours per week, permanent contract (subject to completion of successful probationary period)

**Reporting to:** Director of Property

**Based at:** Curial Office

### Background

Shrewsbury Roman Catholic Diocesan Trust comprises the ancient counties of Cheshire and Shropshire and now covers eleven local authorities from Wirral and Tameside in the north to parts of Worcestershire in the south. The area includes over 100 parishes and Mass centres, and 106 schools and academies. The Diocese is seeking to recruit an enthusiastic individual to support the Trustees in discharging their duties in relation to health and safety by working with parishes and central operations.

### Job Summary

The post holder will act as the key contact for all health & safety matters throughout the Diocese and will co-ordinate health and safety compliance in all Diocesan Departments and Parishes, trading subsidiaries and associated organisations; supporting, training and assisting in developing risk assessments, policies and procedures required to deliver and promote a first class safety culture. This post is suitable for those holding NEBOSH diploma, or equivalent and Chartered Membership of IOSH

The successful candidate will be required to uphold the ethos of the Catholic Church and to conduct themselves at all times in a manner commensurate with the role. The Diocese of Shrewsbury is committed to the nationally agreed policies on Safeguarding of young people and vulnerable adults, as well as creating a safe environment for all. The successful candidate would be expected to commit to following the Diocesan policies on Safeguarding (as adopted from national policies) as well as those on Health and Safety, alongside all other policies as set out in the Staff Handbook

### Duties and responsibilities:

- To assist the Director of Property and Financial Secretary in developing, delivering and promoting an effective health and safety management system, strategy and culture.
- To monitor and review the Diocesan Health & Safety Policy, Manual/file and User Handbooks to ensure – they are - kept up to date with any changes in legislation or change of activity.
- To encourage/ensure Parish Priests recruit suitable Parish Health and Safety Representatives and to support , and maintain this effective team of Parish Health and Safety -Representatives .
- To ensure that all Health and Safety Representatives are suitably trained and monitored to enable them to have the confidence to be able to gather information and carry out a wide range of tasks/duties including:
  - Parish Activity Risk Assessments
  - Accident reporting and information gathering ,
  - Regular site inspections
  - Reports on defective equipment
  - Ensuring all statutory inspections are in place

- To carry out and prepare, where necessary, Health and Safety Audit and Inspection reports and Fire Safety Risk Assessment Reviews and advise on and implement the necessary action required.
- To undertake suitable and sufficient vetting/approval of external Health and Safety Consultants and to coordinate and monitor such projects undertaken on behalf of the Diocese.
- Monitor accident information and ensuring suitable investigations are carried out in order to identify causation, confirm legal compliance, assure the Diocese Insurers and defend claims and to be able to report fully to any enforcing authority where required. To submit an accurate report of accident investigations to Trustees as and when required.
- To monitor information gained from the Parish Health and Safety Representative and report significant information to the Financial Secretary and Trustees as necessary.
- To prepare detailed reports for the Trustees Health & Safety Sub-Committee on all aspects of health and safety as it affects the Diocese, Clergy, Employees and Volunteers.
- To coordinate suitable and sufficient training/strategies on a range of safety topics including DSE, fire safety, lone working to Clergy, Employees and Volunteers.
- To carryout, monitor and review site specific audits to ensure the quality of the inspections carried out by the Parish Health and Safety Representatives.
- To ensure suitable and sufficient risk assessments are in place for any activity of significant risk and that these are suitably communicated.
- (To review the process for appointing, engaging, monitoring and checking contractors including competency of professional consultants under Health and Safety and Management Regulations. To ensure suitable yet pragmatic procedures are adhered to at all levels. )
- To liaise where necessary with all external agencies such as the Health and Safety Executive; Local Fire and Rescue Services and the Local Authority Environmental Health Departments

## Personal Specification

**E – Essential**  
**D – Desirable**

### *Experience and Skills*

- Sound understanding of current health and safety legislation and requirements **E**
- Experience of managing a range of workplace health and safety issues **E**
- Experience in facilities management **D**
- Knowledge of hazard analysis and risk assessment **E**
- Experience of development and delivery of health and safety training programmes **E**
- Able to demonstrate a pragmatic approach to solving health and safety issues and to ensure that consideration is given to the unique environment in which the post holder will be working **E**
- Ability to develop and maintain relationships with key individuals and organisations both internally and externally **E**
- Ability to promote and deliver strong and direct objectives of a positive health and safety culture within the framework of an established institution whilst maintaining professionalism and respect of audience **E**
- Experience in co-ordination of health and safety planning and risk assessments of events and public gatherings **E**

### *Qualifications and knowledge*

- NEBOSH diploma or equivalent and Chartered membership of IOSH. **E**
- Proven record of working in this field **E**
- Knowledge of IT applications such as MS Office as well as electronic diary management **E**

### *Other*

The individual must be reliable, resilient and diplomatic in approach, with a positive attitude, respectful of others and able to work constructively and cooperatively with external agencies. The post-holder should seek responsibility and accountability, with a professional and pro-active approach.

The post holder should have well developed interpersonal skills, able to manager diverse teams and to manage conflict. They should have strong skills in written & verbal communications, numeracy and analysis as well as the ability to communicate confidently in different forums. The successful candidate should be able to articulate their views and tailor their approach to different audiences. They should have the ability to develop, implement and monitor agreed procedures whilst managing conflicting priorities and deadlines.

Please send CV to [recruitment@dioceseofshrewsbury.org](mailto:recruitment@dioceseofshrewsbury.org)

### **Closing date**