



Coleg Gŵyr Abertawe
Gower College Swansea

Health, Safety and Environmental Manager

Candidate Information Pack

February 2025



www.fea.co.uk/job/gcs-hsm/



Welcome

Dear candidate,

Health, Safety and Environmental Manager

Thank you for your interest in the role of Health, Safety and Environmental Manager at Gower College Swansea. I very much hope that the information we have provided gives you a good sense of the college, the role and what we are looking for.

Gower College Swansea is a large, further education college with over 4,500 full-time and 8,000 part-time learners, including 3,000 apprentices, from across Swansea and neighbouring counties studying each year. Today, the college operates from seven locations across Swansea, including campuses at Tycoch and Gorseinon and is one of the largest employers in the region with over 1,000 staff with an annual turnover of just under £60m.

The college works within a very mixed economy of providers of post-16 education and training. Of the 14 secondary schools in Swansea, seven have sixth forms and whilst there is a competitive environment for post-16 learners, no fewer than 60% of Year 11 pupils will progress to us.

Within Swansea, there are two universities with whom the college works closely – Swansea University and the University of Wales Trinity Saint David and also two neighbouring further education colleges, both of whom have campuses based within Swansea.



The delivery of our vision, mission and strategic plan is underpinned by a strong, positive culture and our core values:

- Resilience
- Innovation
- Respect
- Integrity
- Collaboration

We are seeking a dedicated and experienced Health, Safety and Environmental Manager to maintain the health, safety and welfare of staff, students, visitors and contractors and ensure compliance across the College.

We have appointed FE Associates to support us with this important appointment. Interested parties are encouraged to contact our recruitment partner, Claire.Gehlig@fea.co.uk, prior to making an application and before the closing date.

If you feel your skills, professional experiences and values are aligned to ours, we look forward to receiving your application.

Kelly Fountain
Principal



Job Description



Job title: Health, Safety and Environmental Manager

Accountable to: Director of Estates and Facilities

Areas of responsibility: Responsible for the management of the College's Health & Safety and Environmental department.

Salary: c.£55,000 per annum + relocation package

Job Focus

To establish, document, implement, maintain and continually improve the College's Health, Safety and Environment (HSE) management systems, to ensure the health, safety and welfare of staff, students, visitors and contractors and protect the environment, in accordance with current Health, Safety and Environment best practices, alignment with OHSAS 18001, ISO 14001 and relevant legislation and Codes of Practice.

The position provides functional direction and support for all activities associated with HSE and is a member of both the Health & Safety, SEG, and ESDGC Committees.

Manage the College Health, Safety and Environment Team.

To ensure processes for the management of Educational Trips and Work Based Learning are implemented effectively across the organisation, ultimately ensuring the health and safety of students whilst at college, on work based experience or participating in educational trips.

To ensure work placement and work experience are conducted in accordance with Welsh Government and UK Health and safety requirements. Ensuring personnel are competent to undertake tasks and to audit processes, providing feedback and guidance.

Key Accountabilities

Compliance

- Ensure that Gower College Swansea complies with all relevant current HSE legislation; approved codes of practice; and guidance, across all departments.
- Manage the Estates Compliance Officers work, undertaking audits where appropriate and define the overall building compliance requirements.
- Undertake a programme of HSE audits / inspections with area managers and ensure findings are actioned. Report to Senior Management and the Governing Body and external bodies as required.
- Ensure the College has up to date arrangements for security and emergency planning.
- Monitor compliance and risk assessments for all educational visits, reporting identified non-compliance to the Director of Estates and Facilities.
- With the Deans of College, ensure adequate trained representatives are on site at all times covering First Responders, Fire Evacuation Support and First Aiders.
- Monitor the completion of statutory testing of equipment and systems to ensure checks are carried out on time and appropriate records are kept.
- Act as the first point of contact for external organisations / agencies relating to HSE matters including external auditors, the Health and Safety Executive, DfES, Health & Safety TU Representatives and Natural Resources Wales as appropriate.
- Act as the point of contact for delivery and management of fire evacuation drills and be accountable for all Fire related legislation at the College.
- Manage as part of a team the waste requirements for the College.



- Maintain and develop the Educational trip process in line with legislative and business needs. Also to identify best practice approaches that will enhance the trip process.
- To ensure trips are processed in time to enable them to be approved at all required levels including proactively liaising with key personnel in the organisation.
- To ensure cover is provided during periods of absence to ensure the trip process is operated at the required level.

Working with Others

- Advise the Governing Body and Senior Management team on the implications of current and emerging HSE legislation, including evaluating options, making recommendations and developing action plans.
- Liaise with the Chair of the Health, Safety and Environment, SEG and ESDGC Committees to ensure that regular Health and Safety / Sustainability agendas, minutes, statistical information and reports are provided and that effective communication and consultation takes place on all HSE matters.
- Liaise with managers to maintain safe systems, providing advice, guidance and practical support where necessary to ensure that risk assessments of classrooms, workshops, laboratories and other College areas and activities are carried out.
- Work proactively with Learning Area managers and Functional Support managers to establish and maintain a system that promotes a culture of safe working practices and increases awareness of environmental and sustainability issues across the College.
- Ensure vetting of training locations and facilities, including work based learning, work placed learning and work experience are effectively carried out in accordance with Welsh Government requirements.



- Liaise with Insurance providers in respect of all administration for quotations, premium payments, certification requirements, policy documents and claims documentation as required.
- Work with the Estates Manager to provide a safe, secure and sustainable environment and provide operational cover in their absence (e.g. annual leave).
- Assist the Estates Manager in developing, implementing and maintaining robust fire safety arrangements.
- To develop a collaborative relationship with College personnel involved in Work Based Learning by establishing a framework/regular meetings with the Head of Work Based Learning.

Training and Advice

- Identify HSE training needs across the organisation and develop and deliver training as required.
- Undertake ergonomic work-station assessments as required and assist in the provision of advice and the supply of appropriate aides / equipment.
- Liaise with HR Services to ensure adequate provision of trained first aiders and fire marshals and to ensure up to date first aid certificates are held.
- Assist HR with occupational health matters e.g. Corporate Health Standard.
- Ensure all managers are aware of their responsibilities for Health & Safety and Environmental compliance and are kept up to date with changes in legislation and their responsibilities.
- Assist College personnel involved in Work Based Learning and provide necessary coaching and support to enable them to conduct their work effectively.



Monitoring and Reporting

- Monitor, evaluate and review HSE policies and practices and develop and implement new policies and procedures as required.
- Monitor and review insurance arrangements in respect of College buildings, facilities, activities and operations, making recommendations to the Vice Principal Corporate Services, ensuring appropriate cover and value for money.
- Review accident and near miss investigations undertaken by managers and report where necessary accidents/incidents to the Health & Safety Executive, Health & Safety Committee and Senior Management.
- Preparation and presentation of annual Health & Safety Report for Governors.
- To be proactive in monitoring health & safety standards to ensure that compliance with legal requirements and College standards are maintained.
- Develop and monitor the Sustainable Development Vision & Strategy.
- To be proactive in monitoring environmental standards to ensure compliance with legal requirements and the maintenance of Green Dragon status (or equivalent).
- To be proactive in applying for health & safety and environmental awards through continuous improvement.
- Report any incidents/ non-conformances regarding Educational trips or Work Based learning on a monthly basis to the Health, Safety & Environment Manager.
- Provide an annual report regarding Educational Trip, Work Based Learning and Environment performance and audit findings outlining compliance to both College, Welsh Government and UK legislation.



Management

- Manage the Health & Safety and Environmental budget.
- Effectively line manage designated support staff, ensuring staff receive effective induction and regular performance appraisal and are supported in overcoming any issues affecting their performance.
- Ensure the effective deployment of the HSE Champions across the College to support the monitoring and continuous improvement of HSE practices.
- To keep up to date on Health & Safety and Environmental legislation, codes of practice and guidance notes and undertake training courses and attend IOSH meetings. To maintain IOSH membership.
- To develop/conduct programmed Quality assessment (audit) of Work placements to cover the Vetting, Monitoring process and a physical inspection of selected employer's workplaces. Thereafter to provide a monthly report regarding compliance to Welsh Government and UK Health & Safety legislation.
- Support the environment program for the College ensuring compliance with Environment legislation and Level 5 Green Dragon standard. Including Monitoring and reporting on environment performance in relation to waste, energy, water consumption and non-compliance matters.

Other Tasks

- Comply with all College Policies & Procedures, keeping abreast of any changes and updating practice and/or systems to ensure continued compliance.
- Ensure that all aspects of the College Financial Regulations are followed.
- Contribute to and represent the overall vision and values of the College.
- Ensure that all services are delivered in compliance with the Welsh Language Standards.
- To flexibly respond to the needs of the business and to provide an effective service to our learners and other stakeholders.



Personal Development

In partnership with the College, take responsibility for personal development, including:

- Participating in an annual staff review and identifying development needs.
- Updating of professional, teaching and training skills and qualifications, through attending staff development opportunities, joining professional bodies and keeping informed of educational and professional initiatives.

Health & Safety

All employees have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Staff are required to co-operate with management to enable the College to meet its own legal duties and to report any hazardous situations or defective equipment.

General

This description is not intended to establish a total definition of the job, but an outline of the responsibilities you are expected to undertake. From time to time you may be required to undertake any other duties commensurate with your level of responsibility.

This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed. You will, therefore, be expected to participate in any discussions relating to Job Description change.



Person Specification

Knowledge and Experience

Essential

- Previous experience of working within HS&E role.
- Strong knowledge of the health and safety and environmental legislative frameworks.
- Knowledge of best practice in health and safety and environment.
- Experience of managing people and promoting change.
- Experience of influencing the behaviour and actions of other teams.

Desirable

- Knowledge and experience of effectively managing health and safety in a similar organisation in Further or Higher Education.
- An appreciation of the role of trades unions in matters of H&S.
- Experience of working with a Safety Management Department.
- Experience of delivering training.

Essential Skills and Abilities

- Developed communications, influencing and negotiating skills, to represent the work area both internally and externally.
- Sound written communication skills (e.g. report writing).
- Ability to manage conflicting priorities and interests, reconciling different priorities, achieving co-operation and building relationships.
- Problem-solving and analytical skills to enable effective contribution to strategic thinking.
- Ability to advise and/or make recommendations to decision-makers that are well-founded, appropriate to the context and reliable to influence the course of action or thinking.
- Numerate and able to work with data and statistics.
- Ability to use PC and Microsoft Windows Packages.



Essential Personal Attributes

- Commitment to working in accordance with Gower College Swansea's values.
- Demonstrable commitment to promoting equality and diversity.
- Resilient, organised and a problem solver, who is prepared to work independently.
- A flexible approach to work and ability to work to tight deadlines.
- Professional approach when dealing with staff relationships.

Qualifications

Essential

- NEBOSH Diploma (or level 6 equivalent), or Health & Safety Degree.
- Chartered membership of IOSH or working towards chartered membership.

Desirable

- Relevant Environmental management qualification.

Special Requirements

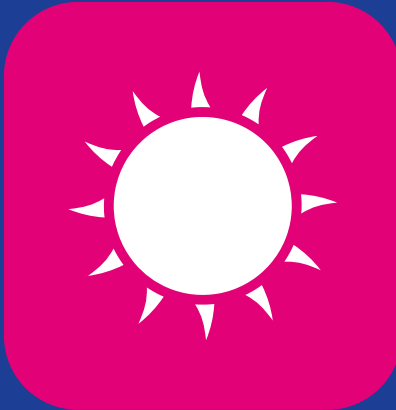
Essential

- Full UK driving licence and access to vehicle for business purposes, or access to equivalent mobility.

Desirable

- Welsh Language Skills –Level 2 (See detailed Language Level Descriptors available on FEA website).





Holidays

We provide a generous holiday entitlement for both lecturers and business support staff with rewards for longevity.



Remuneration

We provide salaries that are competitive nationally and have committed to the aspirational living wage.



Pensions

We enrol all our staff onto relevant pension schemes and pay significant contributions towards them.



Wellbeing

The college takes the wellbeing of its staff extremely seriously and is proud to have achieved the Bronze, Silver and Gold Corporate Health Awards.

Key Dates and the Recruitment Process

Closing date:
9am on Thursday 20 March 2025

Interview date:
Week Commencing Monday 31 March 2025

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial discussion and recorded first-stage teams interviews

Prior to submitting an application, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Claire.Gehlig@fea.co.uk, to discuss the role before the closing date.

Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your application. Please see the final page for full details on how to submit your application.



Shortlisting and invitation to interview

After the closing time/date, our lead consultant will send all applications and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview/selection process with the college.

Safer recruitment and due diligence checks

Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on shortlisted candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where a cause of concern arises from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Enhanced DBS Check

Gower College Swansea is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. Appointments are subject to an enhanced DBS check and will require senior leader registration with the Education Workforce Council for Wales.



Submitting Your Application

Having obtained the full information from <https://www.fea.co.uk/job/gcs-hsm/>, discussed the role with Claire Gehlig and scheduled your first-stage interview via Teams, email your application to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates section). Applications received after this time will not be considered. NB: CVs will not be accepted in place of, or in addition to, the application form.

Email checklist

Please download the latest version of the application and ED forms found on the job page for this role and not older, out-of-date versions. These forms are not compatible with IOS/MAC (Pages).

Ensure your email includes only the 2 forms necessary for your application (these forms are located with the candidate information pack on the FEA website jobs page for this role):

1. An application form with all sections completed including:

- An explanation of any gaps in employment in **section 6**.
- A supporting statement which does not exceed the equivalent of 2 pages of A4 and is included in **section 9** and not as a separate document. In this section, explain how you believe your knowledge, skills and experience match the person specification criteria.
- 2 referees - include full postal and email addresses and contact numbers in **section 10**. References are usually sought after the interview process and the college will not contact referees without your prior approval.
- Ensure you enter your name/e-signature and date in **section 11**.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-hsm - Application.

2. The equality and diversity monitoring form

- Please click ***inside*** each check box that applies to you.
- Save your completed form as a Word document with your surname, first name and the job reference as the filename i.e. Surname, First Name – gcs-hsm - ED.