

Job Description: Health & Safety Officer



Hours:
Fulltime



Location:
based in Dublin



Reporting to:
Head of Services

Salary: 50,031-
61,118

Role overview

About Peter McVerry Trust

Peter McVerry Trust is a national housing and homeless charity committed to reducing homelessness & the harm caused by substance misuse & social disadvantage.

The charity provides low-threshold entry services, primarily to younger people and vulnerable adults with complex needs, and offers pathways out of homelessness based on the principles of the Housing First model.

The Purpose for the Role:

The **Health & Safety Officer** will join the Corporate Services Department, supporting PMVT to achieve its operational & strategic vision through the successful implementation of the services we deliver. The purpose of the role is to facilitate compliance with the Safety Statement and associated processes, policies and legislation within PMVT.

With a focus on housing and homeless services, the Health and Safety Officer will develop, implement, and oversee comprehensive systems and programmes to safeguard the well-being of participants, staff & members of the public.

The ultimate goal is to foster a culture of safety and compliance while supporting the organisation's mission to provide secure housing solutions to the homeless and vulnerable populations.

Responsibilities

Health and Safety Programme Development:

- Develop, implement, and continuously improve a comprehensive health, safety & well-being programme specifically tailored to the needs of housing and homeless services.
- Ensure Regulatory Compliance: Align programmes with national and local safety regulations and incorporate best practices within the social services sector.
- Develop Resources: Create engaging safety manuals and detailed emergency preparedness plans to meet the unique demands of the organisation.
- To provide specialist advice, guidance and instruction regarding health and safety matters to management teams and staff, to assist local management and duty holders in ensuring that the high standards of health and safety as dictated by regulatory standards and legislation are met
- Ensure the efficient administration of Health & Safety data collection using the CRM system.
- Foster a positive and supportive environment where staff learn from incidents and are willing to report adverse events.

Risk Assessment and Management:

- Perform regular and thorough health, safety & well-being audits and risk assessments across all services & sites to identify potential hazards.
- Develop and implement proactive strategies to mitigate identified risks, improving safety outcomes for both participants and staff.
- Work closely with management to ensure corrective actions for any identified risks are swiftly enacted.
- Issue recommendations on control measures to reduce adverse effects on the health, safety and wellbeing of staff, service users and members of the public.
- Actively participate in committees & working groups, including health & safety & risk committees

Corporate Governance

- Establish and maintain local governance procedures observing any applicable Corporate Governance arrangements, to ensure that the PMVT Management Team is accurately appraised on the management of health and safety.
- Establish systems to allow for appropriate organisational responses to national standards frameworks & regulatory bodies e.g. HSA / CRU / NQSF/ HIQA etc.
- Act as a liaison with insurers in relation to health and safety issues
- Ensure the PMVT Management Team are informed of changes to legislation and actions required to ensure compliance.

Training and Awareness:

- Develop and deliver comprehensive training programs designed to instill a robust culture of safety within the organisation.
- Knowledge Dissemination: Ensure all staff are well-versed in up-to-date safety regulations, procedures, and emergency response protocols.
- Safety Culture: Organise regular safety workshops and seminars to highlight health and safety responsibilities and best practices for all employees.

Policy and Procedure Implementation:

- Maintain and ensure regulatory compliance with health and safety standards at every level of PMVT.
- Regularly review and update safety policies and procedures to ensure continued relevance and effectiveness.
- Collaborate with management teams to embed safety considerations seamlessly into all organisational policies and day-to-day operations.

Incident Management and Investigation:

- Take charge of investigating any health and safety incidents to determine root causes and prescribe corrective measures.
- Incident Response Coordination: Ensure timely and efficient responses to safety incidents, emphasizing clear communication and swift resolution.
- Record Keeping: Maintain meticulous records of incidents, inspections, and all actions taken, ensuring compliance with regulatory requirements.

Stakeholder Engagement:

- Act as primary point of contact for health and safety regulatory bodies and inspectors.
- Provide regular comprehensive reports to senior management on health and safety performance and compliance matters.
- Monitor safety standards of contractors & other third parties engaged with PMVT

Continuous Improvement:

- Monitor industry trends and emerging health and safety standards to keep organisational practices at the forefront of developments.
- Drive continuous improvement initiatives to enhance health, safety & well-being systems and processes organisation-wide.

Reporting & Analysis:

- Identify and develop data and reporting systems which meet the organisational need in real-time, informative, accurate data to inform policy development using the available platforms.
- Conduct data analysis to identify trends, risks, and opportunities for improvement in policy development
- Prepare presentations and briefings for internal and external stakeholders, committees, and working groups.
- Provide monthly reporting on key areas of works ensuring reports are accurate and concise
- Prepare documentation for the Board and contribute to executive reports.

General

- Work collaboratively with colleagues in the Corporate Services Department to ensure Department Business Plan & targets are met, productivity maintained & team standards upheld.
- Provide support and coverage for team members during periods of leave, training, or other absences to ensure continuity of operations.
- Demonstrate flexibility and willingness to assist in additional tasks as needed to support team goals.
- Assist with the organisation of meetings, conferences, and other events.
- Provide general administrative support to the Senior Management team as required.
- Represent PMVT at events, conferences, and in various partnerships to enhance visibility and foster collaborations.
- Commitment to fostering a cooperative & supportive team environment.

Experience Required

Key Skills & Knowledge	Essential	Desirable
<i>Candidates will be shortlisted on the basis of illustrating in their application that they fulfil the following criteria.</i>		
Hold a Quality and Qualifications Ireland (QQI) Level 8 (or higher) major academic award (e.g. Honours Degree or Higher Diploma) in Health and Safety, or other relevant area (that is, a qualification or cognate degree accredited by Institute of Occupational Safety and Health (IOSH) for membership at Graduate or higher level	√	
A minimum of 3 years' experience in an Occupational Health and Safety Officer / Advisor role preferably in the non-profit or social sector.	√	
Relevant Professional Membership accreditation	√	
Full driving licence and use of car / Ability to meet the mobility requirements of the post	√	
Demonstrate expert knowledge of health and safety management systems and processes.	√	
Demonstrate knowledge and understanding of safety statements, risk assessment / risk registers / reporting, monitoring and auditing.	√	
Demonstrate expertise in preparing for internal and external standards assessments	√	
Demonstrate understanding of the statutory requirements relating to health and safety, and demonstrate the ability to interpret the law in the context of the organisation.	√	
Strong analytical, problem-solving skills & decision-making skills, with the capability to design and implement practical solutions.	√	
Demonstrate excellent written communication skills including strong report writing and presentation skills [with the ability to draft clear and concise reports, proposals, and other documents]	√	
Demonstrate effective verbal communication & interpersonal skills, delivering complex information clearly, concisely and confidently to a variety of audiences. Adept at engaging and influencing staff across various levels of the organisation.	√	
Ability to work both independently and as part of a dynamic team in challenging environments.	√	
Demonstrate the ability to build and maintain relationships with colleagues and other stakeholders to achieve results through collaborative working.	√	
Proficiency in Microsoft Office applications (Word, Excel, PowerPoint).	√	
Demonstrate the ability to proactively identify areas for improvement and to develop practical solutions for their implementation.		√
Demonstrate the ability to embrace change and adapt local work practices accordingly by finding practical ways to make policies work, ensuring the team knows how to action changes.		√
Demonstrate the ability to use resources effectively, challenging processes to improve efficiencies where appropriate.		√
Demonstrate evidence of excellent organisational skills & of setting high standards of performance for self and others, ensuring accurate attention to detail and consistent adherence to procedures and current standards within area of responsibility.	√	
Experience working in a social housing environment		√
Handle conflict situations in a confident and positive manner and is tenacious in achieving objectives	√	
A proactive approach, with the ability to manage multiple tasks and priorities.	√	
Willingness to undertake further professional development	√	
Commitment to the ethos and values of Peter McVerry Trust	√	

The above Job Specification is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to them from time to time and to contribute to the development of the post while in office.

Other Information

- **Confidentiality:** It is a condition of service that all information obtained during the course of employment, especially with regard to participants affairs is treated with the strictest confidence.
- **Equal Opportunities:** To implement Equal Opportunities into your daily practice at all times
- **Health and Safety:** To be responsible for your own health and safety and that of your Colleagues in accordance with relevant PMVT policies and procedures.

How to apply:

To apply please download the application form or visit pmvtrust.ie/careers: [Application Form](#)

Completed application forms should be sent to recruitment@pmvtrust.ie along with your CV and Cover Letter.

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