

Job Description

Job Title:	Group Health and Safety Business Partner
Responsible to:	Group Head of Health and Safety
Functional Liaison with:	Senior Leadership Team, Principals and Headteachers, Curriculum and Support Service Managers, People Team, Estates and Facilities Teams, Employees, Students, Contractors, and External Regulatory Bodies
Main Purpose:	Deliver professional support to both employees and non-employees (e.g., volunteers, contractors, etc.) in adopting a uniform and cohesive approach to all health and safety matters in accordance with Eastern Education Group core values employing a comprehensive methodology. Assist the Group Head of Health & Safety in facilitating effective communication, consultation, participation, maintenance, and monitoring of health and safety management systems to uphold the prevention of occupational injury and illness, enhance performance, culture, participation, and ensure compliance.

Main Duties and Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list comprehensive, but rather an indication of the type and level of duties expected of the post.

- Act as an internal consultant, coaching managers on health and safety responsibilities, legal compliance and best practice.
- Lead on health, safety and wellbeing priorities within business and service plans.
- Conduct workplace and workstation assessments and support managers with operational risk assessments.
- Promote consultation and consistency across directorates by sharing best practice and expert advice.
- Ensure robust reporting and investigation of accidents, incidents and near misses in line with policy and legislation.
- Plan and deliver workplace inspections and internal audits in accordance with organisational procedures.
- Develop, coordinate and evaluate health, safety and wellbeing training programmes.
- Oversee risk assessment and incident management systems, identifying policy gaps and supporting the development and review of safe systems of work.
- Analyse performance data, produce reports and highlight trends and areas for improvement.
- Work with managers, internal services and contractors to ensure a safe, healthy and legally compliant environment, including monitoring contractor compliance.
- Support procurement activities and represent the health and safety function at internal and external meetings.
- Support strategic objectives for health, safety and wellbeing and deputise for the Head of Health and Safety when required.
- The above job description is not exhaustive, and the employee may be required to undertake any other reasonable duties in line with the general level of responsibility of the role.

- As we now operate as a collective Eastern Education Group you may be from time to time required to undertake any of the requirements of your role for any of our Group organisations.

PERSON SPECIFICATION

	Essential	Desirable	Measured
Education and Qualifications	• NEBOSH General Certificate • NEBOSH Fire Certificate • Corporate membership of IOSH	• NEBOSH Diploma • NVQ Level 4 Degree level qualified	I,A,
Knowledge and Skills	• Thorough knowledge and understanding of: the law and standards of best practice relating to Health & Safety; the duties and responsibilities for management of Health & Safety and Safeguarding • Strong organisational or administrative skills with attention to detail and a methodical approach • Vision, leadership and influencing skills • Analytical, able to gather, process and use information for understanding, decision making, forecasting and action • High level communication and interpersonal skills. • Exemplary presentation skills. • Good organisational skills. • Good administration and time management skills • Ability to develop and implement strategy. • Knowledge of and commitment to the use of IT applications		A,I,P
Experience	• Minimum of 3 years' full time relevant experience employed as a Health & Safety Practitioner • Previous multi-site experience • Experience in the use of software management systems	• Previous experience working within the education sector	A, I,

Personal Qualities	• Committed to delivering excellent customer service. • Comfortable with being high profile, with high visibility around the College and at key events. • Comfortable with making decisions based on need for efficiency, service, and quality. • Ability to work as an effective team member. • Drive and enthusiasm to respond and work flexibly in accordance with the needs of the service and in a changing and challenging environment. • Ability to demonstrate initiative and innovation in approach to problem solving. • Commitment to work within the framework of the College's Equality and Diversity Policy. • Commitment to safeguarding and promoting the welfare of learners: • Maintain professional relationships with all learners • A good record of timekeeping and attendance. • Flexible and enthusiastic. • Commitment and ability to act in a professional manner. • Quick to adapt and take on new initiatives. • Willingness to be based at any EEG campus and to travel between them as required, including travel to other Primaries, SEND Schools, and Colleges as required. • Valid driving licence/car owner and willingness to use own car for business use.		A, I,
Training	• Willingness to attend, undertake any training or development as, or when appropriate. • Commitment to continuing personal development through continual professional learning.		A, I,

KEY: A-APPLICATION, I-INTERVIEW, P-PRESENTATION/MICROTEACH, T-TEST

Conditions of Service

1. Holidays: 23 days, plus public holidays, raising to 28 days on completion of 5 years' service pro rata for part time working.
2. New support staff appointments to the Trust are subject to a 26 week probationary period.
3. Contributory pension: Local Government Pension Scheme through Suffolk County Council.
4. The Trust is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
5. The job description is current at the date shown; it may change from time to time in negotiation with the post holder.

We are passionate about promoting equality of opportunity and creating a working environment where diversity is recognised and celebrated and everyone has the chance to reach their full potential. Our environment is diverse in character and student population. We particularly welcome applications from candidates from Black Minority Ethnic origin and those with a disability.

Eastern Education Group is committed to safeguarding our children and young people/vulnerable adults. We uphold fundamental British Values and expect all our employees to do the same. All appointments are subject to safer recruitment checks, including previous employment checks, online searches and an Enhanced DBS Check.

General Data Protection Regulations (GDPR)

In line with national legislation, and organisational policy, all data will be processed in a fair and lawful way, for the specific purpose and not disclosed in any way incompatible with such purpose or to any unauthorised persons or organisations.

Equal Opportunities

In accordance with the Equality Act 2010 the Group operates a policy of equality and diversity which protects employees, students and people who access the Group's goods, services and facilities, from discrimination on the basis of 'protected characteristics' which include: age, disability, gender, reassignment, marriage and civil partnership, pregnancy and maternity, race (colour, nationality and ethnic or national origins.), religion or belief, sex and sexual orientation.



Group Character Strengths

We have eight Group character strengths that underpin all we do and we make it a priority to give our students the strength of character in order to shine above the rest when faced with employers or universities. Not only do they apply to our students but also to our staff members and the reasons why Eastern Education Group is such a fantastic place to work.

Take a look below:

- **Resilience** – We are strong as an organisation and all teams work together to achieve. If and when we are faced with challenges we respond efficiently and effectively at all times.
- **Optimism** – We use education as a catalyst for positive social change and prosperity for the community we serve, leaving no-one behind. We want to inspire our students.
- **Curiosity** – We are a curious organisation, always trying to seek out new opportunities and ways in which we can break boundaries in the world of education.
- **Confidence** – We are confident. We believe in all that we do and we appreciate the abilities and qualities of every single staff member. We celebrate our successes and we remain sure that we will continue to lead as a provider of education.
- **Ownership** – We take responsibility for every single student and every single staff member ensuring our main goal is that everyone at the Group is happy and achieving to their full potential. Our amazing wraparound support demonstrates this perfectly.
- **Self-Control** – We are disciplined as individuals and always put the needs of our students first.
- **Ambition** – We are an ambitious organisation. We are constantly evolving as demonstrated with the new STEM Innovation Campus.
- **Respect** – We respect our staff and students alike and we put the success of our students at the heart of all that we do, preparing them for their future.