

Health and Safety Coordinator – National Office

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocating for the rights and needs of all people living with dementia and their Carers.

Our vision is an Ireland where no one goes through dementia alone and where policies and services respond appropriately to the person with dementia and their Carers, at the times they need support.

A national non-profit organisation, The Alzheimer Society of Ireland is person centered, rights-based and grassroots led with the voice of the person with dementia and their Carer at its core.

The ASI is currently recruiting a Health and Safety Coordinator who will be based in National Office, Temple Rd, Blackrock, Co Dublin A94 N8Y0.

This is a permanent contract of employment working 35 hours each per week.

Reporting to the Head of Risk, Compliance and Dementia Advisory Services. To be successful in this role you will need to co-ordinate the Alzheimer Society of Ireland (ASI) health and safety management systems and advice on compliance with health and safety legislation across all ASI services and departments, in line with ASI's core values and strategy.

You will need good communication and organisational skills and be able to work on your own initiative as well as part of a team. Ability to prepare reports and other information as required is essential.

Salary will be commensurate with the care sector, and dependent on relevant experience.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

Closing date for applications is the 25th November 2024

The Alzheimer Society of Ireland is an Equal Opportunities Employer.



JOB DESCRIPTION

Health & Safety Co-ordinator

Purpose of Position:

To co-ordinate the Alzheimer Society of Ireland (ASI) health and safety management systems and advice on compliance with health and safety legislation across all ASI services and departments, in line with ASI's core values and strategy.

Main Roles and Responsibilities:

- To fulfil the role of a "Competent Person" as defined by Section 18 of the Safety, Health & Welfare at Work Act 2005, which requires an employer to appoint a "competent" person to "perform such functions as are specified by the employer, relating to the protection from and the prevention of risks to safety, health and welfare at work."
- To promote Health & Safety as a Core Value within the ASI's working culture for all parties – employees, contractors, and visitors. To encourage all stakeholders to integrate health and safety in all activities.
- To be a point of contact for all matters relative to health and safety within the ASI for management and staff.
- Ongoing development and maintenance of the ASI health and safety management system including relevant internal platforms (e.g. Health & Safety section of staff hub).
- To ensure all health and safety-related procedures, policies and all documentation (including the Safety Statement) is maintained to meet organisational and legal standards, and that it operates efficiently supporting core organisational values.
- To ensure that systems are in place to support ASI to carry out and review health and safety risk assessments and to carry out specific risk assessment e.g. DSE assessments, pregnancy risk assessment, higher or unique hazards.
- To ensure emergency planning procedures are in place.
- To coordinate and manage Health & Safety audits (both on site and desk-top based) in line with organisational standards.
- To advise on, and support delivery of, Health & Safety Training requirements to meet legislative requirements.
- To actively participate in various teams at committee's as directed by ASI.
- To maintain a "watching brief" on legislative changes that will impact ASI operations.
- To bring forward ideas/suggestions that can be used to promote the wellbeing of all parties.
- To actively participate in investigating all Accidents, Incidents and Dangerous Occurrences, using a "No Blame" methodology to prevent recurrence where possible.
- To identify trends in incident reporting.
- To report relevant Accidents or Dangerous Occurrences to the Health & Safety Authority and insurers as required.
- Under direction of appointed line manager, to support ASI to prepare responses to claims and legal cases, including preparation of files, working with legal representation and insurers, and representing ASI when required on matters relating to the organisations health and safety framework and systems of work.
- To liaise with external bodies, as directed by management e.g. HSE, EHO's.
- To carry out other duties / projects deemed to be related to the role's core purpose.



PERSON SPECIFICATION

Knowledge/Experience:

- 2-5 years' experience in a similar role.
- Hold a relevant qualification in health and safety at an appropriate level (e.g. Honours Degree or Higher Diploma).
- Additional health and safety training / certificates / licences are an advantage e.g. DSE assessor, HACCP training.
- Computer literacy – Microsoft suite, excel, word etc.
- Understanding of the important issues and the support needs of people with dementia or experience in a health and social care setting (desirable).
- Member of IOSH (desirable)

Skills/Competencies:

- Ability to plan and organise personal workload.
- Excellent communication skills, both verbal and written.
- Ability to prepare reports and other information as required.
- Ability to work to deadlines and sometimes under pressure.
- Self-motivation and able to work on own initiative.
- Ability to work well in a team.
- Ability to work with an organisation to find practical solutions to address hazards.

Other Requirements:

- Able to work flexible hours as required.
- Possess a full/clean driving licence.
- Position can be based at National Office in Blackrock or alternative location depending on circumstances of post holder. However, the ability to travel throughout Ireland is required.

KEY RELATIONSHIPS

Internal

Head of Compliance, Risk Management & Dementia Advisory Services.

ASI Risk Manager.

QSPD Team.

Day Care Centre Managers.

Operations Managers.

Learning & Development Department.

Human Resource Team.

Estates and Facilities Manager

Procurement Manager

External

Health and Safety Authority of Ireland.

Environmental Health Officers (HSE).

Health Protection and Surveillance Centre.

Local and Regional Fire Safety Officers.

ASI Insurance Company and appointed solicitor(s)