



BERKHAMSTED

— 1541 —

JOB DESCRIPTION SAFETY AND COMPLIANCE MANAGER, BERKHAMSTED SCHOOLS GROUP

Hours of Work: 08.30 – 17.00

Full time, year round

Reporting to:

Vice Principal Business Operations (VPBO)

Purpose:

To co-ordinate, support and advise the schools with the Berkhamsted Schools Group (BSG) on all aspects with regards to Health and Safety and Data Protection compliance, the latter as Data Protection Officer.

To establish, manage and monitor standards, processes, communications, training and systems to ensure all responsibilities associated with Health and Safety and Data Protection within BSG are adhered to.

Duties:

Health and Safety:

- Ensure a safe workplace environment without risk to health.
- Ensure that all Health & Safety related policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated.
- Ensure BSG meets its statutory and ISI obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting (e.g. RIDDOR).
- Ensure the completion and regular review of risk assessments for all relevant school activities, operations and environments.
- Ensure that all accidents are documented, investigated and recommended improvements implemented.
- Working with the Head of Facilities Management, ensure that safety inspections are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed and employees are aware of their responsibilities.
- Ensure full and accurate health and safety and training records are maintained.
- Ensure a full programme of documented health & safety inspections, audits and checks.
- Establish a structured programme of health & safety training throughout BSG, including on employee induction
- Liaise with external health & safety consultants in the provision of training programmes and health and safety services
- Manage and devise the agenda for, formulate & distribute minutes for the Health & Safety Committee meetings. Ensure that all agreed action points are completed within deadlines.



BERKHAMSTED

– 1541 –

- Keep up to date with all aspects of relevant health, safety & welfare at work legislation and communicate relevant changes to the business.
- Provide regular reports to the Risk and Regulation Committee regarding Health and Safety matters including the termly Accident Report.

Data Protection:

- Lead BSG through the changes required to data protection due to the upcoming revised Data Protection legislation, to ensure compliance
- Conduct ongoing regular audits and risk assessments of BSG practices against the ICO standards and leading change to ensure compliance.
- Liaise with all departments to improve BSG's records management functions from both a compliance and operational efficiency perspective by:
 - Managing BSG's retention schedule, ensuring it is aligned with sector and legislative requirements on retention schedules
 - Working with stakeholders to ensure records management is actively promoted across BSG
 - Ensuring that BSG's information asset database is maintained and aligned to the information needed to manage assets in line with DPA, General Data Protection Regulation (GDPR) and best practice requirements
 - Ensuring data flow processes are understood, maintained and improved across organisation structures
- Operate an efficient and legally compliant centrally-coordinated Subject Access Request response service. Act as the first point of contact for such requests
- Act as first line of response and co-ordinate incident management process in the event of a data protection breach
- Communicate and promote BSG's information governance responsibilities by providing training and awareness sessions/materials, so that staff are made aware of their statutory responsibilities for handling information, and thereby ensuring that good practice is being acknowledged and followed
- Form a close working relationship with the IT Team to assist in managing information security risk, particularly where these overlap with Information Governance or data protection risks.
- Keep up-to-date with changes in legislation and good practice in information governance and produce briefings as required.

Other:

- Participate in VPBOs team meetings
- Any other reasonable duties which may be required by management from time to time

Person Specification:

- At least three years' recent and relevant experience in a similar role
- Essential - NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation and Data Protection qualifications
- Ideally have a NEBOSH Diploma
- Confidential in all matters



BERKHAMSTED

— 1541 —

- Professional approach, coupled with strong interpersonal skills and enthusiasm to get the job done
- Excellent verbal, written communication and presentation skills
- Strong IT skills – Microsoft Office
- Ability to work on own initiative
- Ability to work co-operatively with others to complete tasks and implement process improvements
- Gathering, analyzing and reporting on key H&S data/statistics