

Health & Safety & Compliance Officer – Permanent Contract

Cork Simon Community is Cork's largest homeless charity. Our goal is to prevent and end homelessness in Cork by helping people to access affordable housing and, at the same time, support people to address the many challenges and difficulties that may have contributed to them becoming homeless. Cork Simon believes that everyone should have fair access to safe, secure and affordable housing. We are an approved housing body and have housing in various locations in Cork.

What we offer:

- ✓ A flexible working environment
 - ✓ Five weeks' annual leave
 - ✓ 35 hour working week – with option of reduced hours to 4 days/week
 - ✓ Time off in lieu (TOIL) system in place
 - ✓ Remote working for part of week
 - ✓ Pension Scheme membership – 5% employer contribution
 - ✓ Excellent peer support
 - ✓ A positive and welcoming environment
 - ✓ Excellent training opportunities
 - ✓ Autonomy to manage own workload
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About the Health & Safety & Compliance Officer Role

Reporting to the Head of HR, Governance and Compliance you will work across the organization, liaising with and supporting all teams in ensuring compliance with Health and Safety legislative requirements. You will be the subject matter expert on matters relating to Health & Safety compliance and will have responsibility for driving a strong safety culture through-out Cork and South East Simon. You will be required to provide support for other compliance requirements such as GDPR and National Quality Standards Framework (NQS) standards, as required. However, you will not be expected to be the main subject matter expert in these areas at the time when you take up the post. We do expect that you will avail of all training opportunities to advance your knowledge in these areas once in post.

The role requires access to the candidate's own car and a full clean driver's licence. A time off in lieu system is in place for additional hours worked outside of contracted hours.

About the candidate

This role would suit a strong communicator and project manager with excellent relationship building and influencing skills. The candidate should have a flexible approach to their work and a willingness to learn and remain up to date with developing compliance requirements.

A candidate with a minimum of two year's experience in health and safety and compliance management, preferably in a social or health care setting would be suitable for this role.

The successful candidate will have excellent organisational, IT and problem-solving skills. They will have initiative and a strong sense of ownership over their work. They will be able to prioritise, be flexible, manage a varied and changing workload and to work effectively in a complex service delivery environment.

The successful candidate will be supported through their induction to increase their knowledge and ability to deliver on the responsibilities outlined here. Further training and ongoing support will be available.

If you have any questions or would like any further information on this role, please contact
Ursula Galvin at Cork Simon, in confidence, on 087 2120141.

Cork Simon Community is committed to equality of opportunity

Health and Safety and Compliance Officer - Role Profile

Role title:	Health and Safety and Compliance Officer
Department:	Human Resources
Based in:	Cork Simon Administration Offices, 4 Lapp's Quay with occasional travel to various locations in Cork, Kerry and the South East region. The post-holder will be based mostly in Cork City.
Type of Contract:	Permanent, Full-Time (reduced hours may be considered)
Reporting to:	Head of HR, Governance & Compliance
Objective:	Liaise with and support all teams in ensuring compliance with Health and Safety legislative requirements. You will be the subject matter expert on matters relating to Health & Safety compliance and will have responsibility for driving a strong safety culture through-out Cork and South East Simon. You will be required to provide support for other compliance requirements such as GDPR and NQSF standards, as required.

Key Tasks:

1. Health & Safety

- Promote safe working practices and a strong safety culture through-out Cork and South-East Simon.
- Ensure timely reporting of workplace accidents and ensure appropriate follow-up actions are completed.
- Provide oversight on health and safety and fire safety processes and audits for projects and office buildings.
- Liaise with the Property Asset Management Team to ensure any building related compliance safety concerns in projects or office buildings are addressed.
- Ensure that risk assessments, safety statements and fire safety services in projects and offices are compliant with expected standards.

- Ensure compliance for health and safety training, taking responsibility for scheduling and organizing this training,
- Schedule and lead the quarterly health and safety meetings.
- Support Services, HR and finance on the management of records in relation to insurable events.

2. Data Protection

- Provide support to the Head of HR, Compliance and Governance on the implementation Cork Simon's data protection policies and procedures.
- Maintain the data protection risk register and log any breaches
- Handle DSARS requests and ensure they are actioned within the mandated timelines
- Ensuring staff are adequately trained in GDPR

3. Quality Standards

- Provide support to compliance to quality standards as set down by funders and statutory agencies - such as NQSFHACCP etc.
- Assist in wider organisational quality assurance processes and awards
- Support the collation of audit materials as required.
- Support the ongoing review process and development of relevant organisational policies and procedures.
- Support local management teams with implementation of any newly devised procedures.
- Attend meetings on quality and compliance, as required.
- Attend events and conferences as appropriate

4. Organisational Governance and Policy Development

- Provide assistance to the Head of HR, Governance and Compliance in tasks associated with compliance and organizational governance
- Provide support in the review the risk register and any associated action plans.
- Support the development and annual reporting of organisational compliance metrics.
- Contribute to policy development across Health and Safety, GDPR, Quality and HR as required.

5. Teamwork

- Actively participate in meetings e.g. team meetings, planning and review sessions etc
- Liaise with / support colleagues to ensure essential tasks are not negatively impacted by annual leave and other absences
- Liaise with other projects and departments within Cork Simon, and other local Communities as appropriate

6. Health & Safety

- Be aware of Health & Safety policies affecting the workplace and comply with regulations regarding safe practices and the use of safety equipment.
- Comply with no smoking rules, use of protective clothing, glasses, gloves or footwear etc. where deemed necessary by Cork Simon Community.
- Comply with all health & safety standards and work with due regard to personal safety and the safety of others

7. Fire Safety

- Participate in regular fire drills and be fully aware of evacuation plans, positioning of fire-fighting equipment, etc

8. Other

- Adhere to Cork Simon Community policies and procedures
- Active engagement with the Cork Simon model of Supervision and Implementation of Individual Learning Plan as agreed with manager
- Carry out any other duties as required as consistent with the responsibilities of the post

The above is a guide to the nature of the work required. It is not wholly comprehensive or restrictive. This job description will be reviewed in line with business needs.

Health and Safety and Compliance Officer Personal Specification

Specification	Essential	Desirable
Knowledge:	<ul style="list-style-type: none"> An understanding of and support for the values and ethos of Cork Simon Community In depth knowledge and understanding of Health and Safety legislative requirements 	<ul style="list-style-type: none"> Prior experience of working in a social care or health care setting. Knowledge of the implementation of National Quality Standards Framework (ROI) for Homeless Services or HIQA standards.
Skills:	<ul style="list-style-type: none"> Project Management skills and experience Excellent written and verbal communication skills 	
Ability:	<ul style="list-style-type: none"> Ability to provide support and direction to local management teams To work on own initiative, under direction and as part of a team To review systems and drive changes where appropriate 	
Experience:	<ul style="list-style-type: none"> Two years relevant work experience, preferably in service delivery organisations, with a good understanding of working with vulnerable service participants. Experience in supporting the delivery of effective policy and/or quality frameworks Experience of supporting compliance in a regulatory environment 	
Qualifications:	<ul style="list-style-type: none"> Third Level Qualification in Health & Safety management, ideally at NFQ level 8 or above. 	
Personal Attributes:	<ul style="list-style-type: none"> Confidentiality, Sensitivity, Integrity Commitment to Social Justice Focus on quality Team orientated Self-starter Flexibility 	
Other:	<ul style="list-style-type: none"> Access to own transport and a full, clean driving licence 	

Additional Information

Job title	Health and Safety and Compliance Officer
Vacancy	<p>Permanent contract subject to 6-month probationary period.</p> <p>We will also be recruiting for a panel from which to fill future vacancies.</p>
Location	<p>Cork Simon Community Administration Offices, 4, Lapp's Quay, Cork with occasional travel to locations in Cork City & County, Kerry and the South East region.</p> <p>There is flexibility to work remotely depending on operational requirements.</p>
Number of hours per week	35 hours per week, but we are open to considering reduced hours to minimum four day working week.
Normal Hours / Days per Week	9am – 5pm, Monday to Friday.
Breaks	Daily break(s) of 60 minutes (unpaid) in total
Salary	Salary will be in the region of €48,000 – €57,000 depending on experience.
Annual Leave	5 weeks per annum pro rata
Occupational Pension Scheme (Defined Contribution Scheme)	<p>Compulsory membership on completion of 6 month's service.</p> <p>Employer contribution 5%.</p> <p>Employee contribution is minimum 3% with option of Additional Voluntary Contribution.</p>
Death in Service Benefit Group Scheme	<p>Compulsory membership on completion of 6 month's service. Death in Service Benefit contribution is currently €1.15 per week.</p> <p>Benefit is twice annual salary.</p>
Health Insurance Group Scheme	Optional Laya Healthcare membership. 5% group discount applies. No employer contribution.
Closing Date:	5pm, Wednesday, 7 th May, 2025