



Health & Safety Officer

The Mardyke Arena UCC is now in its 21st year and is now one of Ireland's and Europe's world-class indoor sports centres. The Arena serves the sporting and recreational needs of over 24,000 students and staff of UCC, graduates of the University and the public of Cork and further afield.

We are a significant employer in Cork with an average of 90 staff employed on a weekly basis. We employ staff in full-time, part-time, and seasonal positions.

The Arena is probably the only sports facility worldwide to hold 4 International Quality Standards, Quality; Health & Safety; Energy and Environment and we as a team continually strive to be better.

We are currently looking for a Health & Safety Officer for a permanent role to join us. This role will be shared amongst the Mardyke Arena UCC and 2 other facilities in Cork (all within location of the Mardyke Arena UCC) with working hours of between 25 – 35 hours per week.

Role Description:

- Develop, maintain and protect Health and Safety standards in accordance with current health and safety legislation.
- Use knowledge and skills to promote a positive health and safety culture in the workplace.
- Ensure the organisation and employees comply with safety legislation and that safety policies and practices are adopted and adhered to.
- Design and deliver Health & Safety Induction programme for new employees.
- Plan, implement, monitor and review protective and preventative safety measures.

- Carry out risk assessments, identifying potential hazards and consider how risks could be reduced.
- Ensure all policies, regulations and frameworks are regularly reviewed against external legislation and standards.
- Lead in-house training with managers and employees about health and safety issues and risks.
- Keep records of inspection findings and produce reports that suggest improvements.
- Investigate customer and employee accidents and incidents to full conclusion and report on same.
- Keep up to date with new legislation and maintain a working knowledge of all Health and Safety Executive (HSA) legislation and any developments that affect this industry.
- Be an escalation point for any risk assessments over a certain acceptable level of risk.
- Receive and file health and safety related documentation such as equipment inspection logs and incident reports and near misses and recommend means of preventing a recurrence.
- Support management and employees to ensure they are aware of their responsibilities to exercise a duty of care.
- Promote safety awareness and culture amongst all areas.
- Support management and attend meetings as part of project teams.
- Manage and maintain Health and Safety Management System in compliance with ISO 45001.
- Chair Health & safety committee meetings on a quarterly basis.
- Update SOP's as required and develop, implement and deliver training programmes on all updates. Ensure all processes enhance overall performance.
- Monitor and update the company's legal register, as required.
- Participate in the ISO auditing process.

Essential Criteria:

- A degree with relevant postgraduate qualifications in the field of Health & Safety or a third level degree/diploma in health and safety.
- Experience in formulating, implementing and revising Health & Safety policies and procedures.
- Experience of providing advice to managers / supervisors on Health & Safety.
- Experience of designing and delivering high quality effective training.
- Experience of report writing covering compliance, non-compliance and corrective actions.
- Excellent interpersonal and communication skills (written, listening, oral and presentation).
- Experience of the implementation of new strategy / procedures or change management.
- Experience in accident / incident investigation.
- A strong understanding of current legislation and best practice in health and safety.

- Demonstrates high levels of initiative, taking ownership for projects and demonstrating self-sufficiency.
- Compelling influencing and facilitation skills including a track record of stakeholder relationship management.
- Confirmation of a willingness to undertake further training as part of professional development.
- Previous experience working with ISO Standards.

What we offer:

- Highest Salaries / Hourly Rate in the Industry
- 20 Days paid annual leave
- 3-Bonus Paid Days at Christmas
- Generous Company Pension Scheme 8.5% Employer & 6.5% Employee
- 30 Days Paid Sick Leave Annually
- Paid Lunch Breaks
- Sunday & Bank Holiday Allowances
- Membership of the Arena Facilities
- Ongoing Training and Career Development
- Staff Uniform Provided
- Staff Parking
- Staff Reward & Recognition Programme

To apply email CV & cover letter to lizmahr@ucc.ie