

***Adare Manor Job Description***

**Health & Safety Officer**

**Department:** Facilities

**Reporting to:** Director of Facilities

**Location:** Adare Manor, Adare, Co. Limerick

**Overview of role**: The Health and Safety Officer will be integral to the development, monitoring and implementation of Health & Safety systems in Adare Manor, ensuring that we are compliant with all Health and Safety Regulations.

The successful candidate will join the #1 ranked Resort in the World, as voted by Conde Nast™ readers.

## Role Specific Responsibilities

* Responsible for implementation and review of all health & safety policies, procedures, management systems and legislative requirements.
* Promote a continuous improvement culture in relation to all health & safety practices on site.
* Provide advice, guidance and instruction in all health & safety matters to management, safety representatives and employees (including sub-contractors where appropriate).
* Plan, implement & review suitable Health & Safety system and assist in achieving ISO Standards and accreditation.
* Create, update and review risk assessments and method statements for all works and develop and implement appropriate controls.
* Ensure safety statements and required Risk Assessments & Method statements (RAMS) are available on site.
* Deliver specific Health & Safety induction programmes for employees and contractors working on site.
* Maintain an up to date register of Health & Safety legislation for the Resort.
* Provide technical support regarding the H&S management system, legislation updates, and other technical advice.
* Conduct regular inspections and site audits, reporting findings to site and senior company management. Strict follow-up is required to ensure that actions are dealt with immediately.
* Carry out accident & incident investigations and root cause analysis studies.
* Ensure that all accidents are reported, recorded and investigated and that suitable notification are given to the Directors, Health & Safety Authority and Insurers as required.
* Ensure that specific personnel training is up to date, and accessible on the management systems, and booking of refresher training organised as required.
* Ensure that specific equipment certification is up to date, and accessible on the management systems, and calibration is organised as required.
* Chair monthly Health and Safety Committee meetings.

## Role Requirements

**You will have:**

* Minimum 2 years experience as a Health & Safety Officer.
* Higher Diploma or Honours Degree in Health & Safety is essential. (Level 8 NFQ)
* Membership of IOSH is desirable.
* Excellent knowledge of Health & Safety Legislation & best practice.
* Experience in leading and carrying out Risk Assessments & Method statements.
* Ability to deliver training modules to all levels of the organisation.
* Highly motivated with excellent attention to professional H&S standards.
* Ability to work in a team environment and can engage, motivate and work with people.
* Excellent organisational & communication skills.
* Excellent communication and interpersonal abilities.
* Ability to work at own initiative.
* Proficient in the Microsoft Office suite of products.
* Experience in hospitality industry is desirable
* We require a highly motivated self starter with excellent attention to detail.
* Ability to work in a team environment and can engage, motivate and work with people.
* Proven experience of using packages like REVIT/BIM or Autocad is an advantage.
* Excellent organisational & communication skills.
* Excellent communication and interpersonal abilities.

**Professional responsibilities:**

* To embrace the Philosophy, Ethos and Values within which Adare Manor & Leading Hotels of the World (LHW) conducts its business.
* To adhere to the Company’s policies, procedures, terms and conditions of employment and behave in a manner that is respectful and considerate of the needs of our Company, our Guests and our fellow colleagues.
* To adhere to the operational standards (SOPs) and LHW standards in place and ensure that we implement these consistently.
* To provide our Guests with the highest levels of individual care, consideration, courtesy and professional service standards at all times.
* To be professional and ensure that you keep up to date with changes within the company e.g. facilities, services being offered as well as with new trends, thinking, systems within your job role speciality.
* To be confident in all that you do at work and immensely proud of all at Adare Manor.
* To work closely with the leadership team, supporting them to ensure that strategic and departmental goals are achieved.
* To carry out ‘hands on’ training and/or coaching with new and current team members in order to grow skills and achieve the standards defined.

**Occasional responsibilities:**

 • To be available to work nights, evenings, weekends on occasion when required in

 order to ensure Resort standards/requirements are met.

 • To carry out any other reasonable task requested of you by a member of the

 leadership team

 • To work in other locations or departments on a temporary basis as designated when

 required so to do

**Key performance indicators:**

* Demonstrates professionalism and competency abilities in terms of operational/technical skills; consistently carries out tasks to the required standard.
* Demonstrates good hotel & product knowledge across all departments and not just in own department; is a ‘knowledge ambassador’ for the Resort.
* Demonstrates his/her ability to accept ownership i.e. to follow through to completion/resolution any tasks, requests or problems brought to him/her.
* Demonstrates good ability to communicate sensitively and effectively both with guests and fellow team members.
* Demonstrates respect, courtesy, patience and understanding of differing cultures, personalities and situations.
* Demonstrates excellent punctuality and attendance records; is reliable.
* Demonstrates enthusiasm, passion and interest in their work and in what they do.

Because of the changing nature of our business you will, from time to time, be required to undertake other activities of a similar nature that fall within your capabilities as directed by the leadership team. Understand that this job description gives you a broad overview of your job role and as such it is not exhaustive or complete in listing each and every task required of you.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_ Date:

 On behalf of the Company

Accepted by: Date:

 On behalf of the Team Member