



St Cronan's Association CLG

Providing high quality support to people & their families living with disability

ABOUT OUR SERVICE

St. Cronan's Association CLG provides a wide range of high-quality day supports for people with an intellectual disability and autism throughout Roscrea, Birr and Nenagh. Services provided include day services and educational, vocational and rehabilitative training. The ethos of service provision is underpinned by our vision which is that all people are treated equally and supported to achieve their goals and true potential. Our work is underpinned by the principles of Person Centeredness, Equality, Justice, Respect and Dignity.

CURRENT VACANCIES

HEALTH & SAFETY CO-ORDINATOR

Job Purpose

The Health & Safety Co-ordinator will develop and maintain a robust and compliant management system, with the following key responsibilities:

Role Summary

Responsible for:

- Updating Health & Safety Plan.
- Health & Safety related training & the maintenance of records.
- Incident management.
- Covid Management.

Criteria

The successful applicant will be required to possess the following:

Qualifications

Essential

- Experienced Professional, educated to a minimum of degree level, in a Workplace Safety, Health and Welfare related discipline (NFQ Level 8 or higher).
- Minimum 5 years' experience in a Health and Safety Role.
- In-depth knowledge and experience of occupational health and safety legislation.

- Knowledge and experience of hazard identification, risk assessment, manual handling assessment and COSHH assessments.
- Excellent interpersonal skills with the ability to work with a wide range of professionals fostering collaboration and a participatory approach.
- Proficient computer skills in the use of spreadsheets, word-processing, graphics and PowerPoint.
- Excellent report writing skills to ensure effective communication of all aspects of occupational health and safety activity within the organisation including the ability to analyse and interpret data, producing meaningful reports.
- Excellent presentation skills and the ability to present data and information in a professional succinct format appropriate for Board level.
- Excellent organisational skills.
- Self-motivation and the ability to engage others in occupational health and safety management.
- The ability to work autonomously, prioritising own workload with self-direction.
- To respond and achieve challenging deadlines which change rapidly on a daily and weekly basis and require a substantial degree of flexibility.
- A full clean driving licence and access to a vehicle (travel expenses between sites will be reimbursed).

Terms and Conditions

Reports To: Services Manager.

Direct Reports: Covid Officer.

External Liaison: HSA, trainers, EHO, third party suppliers, Occupational Health provider.

Internal Liaison: Services Manager, Maintenance, Drivers, Service Co-ordinators, Unit Leads, all other staff including CE participants.

Staff Benefits

- Company Pension Scheme.
- 21 days annual leave (pro rata).
- Bike to work scheme.
- Employee Assistance Programme.
- Free Parking.

To view full extensive job description please click on attachment below or visit

<http://www.cronans.ie/vacancies/>

For further information or queries relating to this role please contact sylvia.hegarty@cronans.ie

Successful Garda Vetting & full clean driving licence is a requirement of this role.

Application by post with CV and cover letter to Jacqui Maher, Services Manager, St Cronan's Association, Grange, Roscrea or by email jacqui.maher@cronans.ie before 5pm on Friday 9th August 2024.

***St Cronan's Association is an equal opportunities employer.
Canvassing will disqualify.***