



Surveying Department

Health & Safety Officer Information for applicants

Contact for enquiries: Rob Ball

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Introduction from the Archbishop of Liverpool

Thank you for your interest in a career at the Archdiocese of Liverpool.

As an archdiocese, we serve thousands of people every week through our parishes, schools, partnerships and local communities.

It is a significant time in the life of our archdiocese, as we continue to walk together on the journey set out by our Pastoral Plan in becoming the Church God calls us to be. This plan outlines a clear mission for the future of our Church and every single member of staff plays a vital role in helping us achieve this.

As an employer, we offer wide range of benefits and a place to develop your career in an environment where every member of staff is valued and encouraged to develop fully their gifts.

We are looking for people whose values align with ours and are passionate about playing a key role in the next steps of our journey.

Thank you again for considering a role within our archdiocese. Each person contributes to our wider mission. I am grateful for your interest in joining us in this important work.

A handwritten signature in black ink that reads "+ John Sherrington .". The signature is written in a cursive style.

Most Reverend John Sherrington
Archbishop of Liverpool

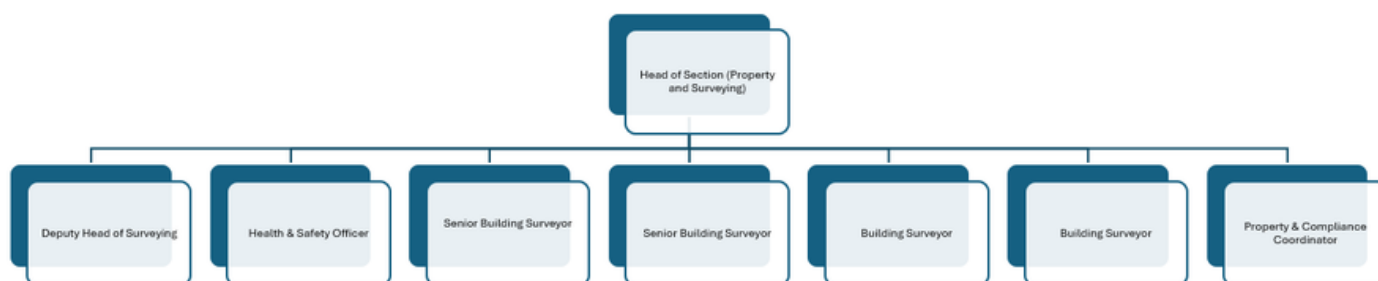


Surveying & Property Team

Surveying & Property Team's work includes building inspections and project management for Churches, presbyteries, parish buildings and grounds.

The team assists with the coordination of procurement and construction related matters for school capital projects as well as providing support to parishes on health & safety matters and oversight of statutory programmes.

The Legal and Property & Surveying Teams work closely together to support an extensive property portfolio consisting of an estate of over 800 properties, including 140 parishes and over 200 schools. Our portfolio also contains parish centre's (licenced premises), parish halls, 2 cathedrals and both residential and commercial properties. The status of our buildings includes 3 Grade I, 7 Grade II*, and 59 Grade II listed buildings.





About the Role

Health and Safety Officer

The Archdiocese is seeking to appoint a Health and Safety Officer to provide professional health and safety support across our parishes and diocesan properties.

The postholder will be responsible for undertaking General Risk Assessments and Fire Risk Assessments across the archdiocesan estate and supporting parishes in addressing the recommendations and actions arising from these assessments.

This role will work closely with clergy, parish representatives and the Property Team to help ensure that Diocesan properties provide safe environments and meet their health and safety obligations.

The role will also involve providing practical advice and guidance to parishes on a broad range of health and safety matters, including accident and incident reporting, investigations and promoting good practice and supporting compliance across the Archdiocese.

Applicants should be able to demonstrate the following:

- Experience of undertaking health and safety risk assessments.
- Experience of providing practical health and safety advice in a varied property environment
- Ability to assist with accident, incident or near-miss investigations
- Good knowledge of UK health and safety legislation and associated regulations
- Ability to interpret legislation and apply it in a practical and proportionate manner
- Strong organisational and communication skills
- The ability to work effectively across a varied property portfolio.
- A recognised health and safety qualification, such as NEBOSH or equivalent, would be desirable.



Terms and Conditions

Salary

£50,000.00 per annum actual salary.

Status

This role is permanent.

Working Hours

This role is full time. 35 hours per week worked Monday to Friday.

Location

Saint Margaret Clitherow Centre, Croxteth Drive, Liverpool, L17 1AA.

Hybrid working may be available at the discretion of the relevant Director or section head.

Travel

Travel across the area of the archdiocese will be required in order to perform day to day duties.

Annual leave

38 days per holiday year inclusive of eight bank/public holidays, two fixed date gifted days and Christmas shutdown days.

Pension

Employees will be enrolled into the People's Pension Scheme with a contribution rate of 4% and 4% contributed by the employer. On request, the archdiocese will match employee contributions up to 6% of their pensionable salary.

Other benefits

We offer a range of other benefits including a pension salary sacrifice scheme, subsidised Lifestyles gym membership, cycle to work scheme, life assurance scheme, enhanced parental leave pay and 24/7 Employee Assistance Programme including online GP facility.

How to Apply

Visit the careers page on our website <http://www.liverpoolcatholic.org.uk/careers> to apply online.

The closing date for applications is 1st September, by midnight.

Previous applicants need not apply.

Information you provide in your application will be used only for the purpose of recruitment and will be held in accordance with the Data Protection Act 2018.





Saint Margaret Clitherow Centre

Croxteth Drive, Liverpool, L17 1AA

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W: www.liverpoolcatholic.org.uk