



\Job Title: Residences Safety and Facilities Officer

Unit/School: Accommodation Services

Grade: 4A/B

HERA: COMM13

Core purpose of role

This is an important role within the University's Student Accommodation Service, responsible for performing a range of health and safety related tasks and identifying and coordinating property improvement work for the University's student accommodation. Working closely with the Halls Managers and the wider service colleagues, the role will actively contribute to the maintenance of a safe, enjoyable and attractive living environment for our students and guests.

Key responsibilities and contributions

1. To maintain a safe living and working environment for students, staff, guests and visitors through the proactive development and implementation of the Accommodation services health and safety management plan.
2. Carry out routine inspections of the residential portfolio, identifying health and safety, security and property condition issues, liaising with the Halls Manager and Estates service to agree and plan remedial action. These inspections will include checking that all electrical equipment has been PAT tested where applicable.
3. To be responsible for keeping the health and safety management system up to date; the recording of all inspections, creating and amending service programmes and producing system reports to demonstrate service compliance and support operational performance reviews.
4. Contribute to the development of an improvement programme for the refurbishment of the student accommodation stock, and to plan and oversee the delivery of this programme in conjunction with the wider Estates team; including cost estimating, contractor engagement and scheduling of work.
5. To assist the Halls Managers in the efficient and professional operation of all other Accommodation Service functions and support the pastoral care of students and guests whilst living in the student accommodation.
6. To assist in the monitoring of the effectiveness of maintenance contracts / contractors and feedback to the relevant Halls Manager and estates team.
7. To periodically review and update the service health and safety management plan and associated systems and procedures.



8. To participate in the Out of Hours 'On Call' rota (on weekends and outside of normal working hours) providing support to the front-line teams as required.
9. To provide an initial first aid response within the Student Accommodation service when required.
10. Contribute to the organising and training of Accommodation Service staff and Wardens and attend and contribute to the induction talks for new students and staff.

Person specification

Essential qualifications / Professional memberships

1. Possess an accredited health and safety qualification i.e. IOSH Managing Safely or equivalent / higher.

Essential experience, knowledge and skills

1. An understanding of the statutory health, safety requirements applicable to housing environments.
2. Demonstrable competency to undertake health and safety inspections against a pre-determined programme and using a RAG rating to create and implement an appropriate action plan.
3. Experience of working with contractors and the control and assessment of contractor performance against an agreed specification.
4. Experience of reviewing and updating systems and procedures in response to operational performance reviews.
5. Experience of general office administration tasks and the use of computerised systems to support the capture and reporting of tasks.
6. Computer literate with a working knowledge of Word, Excel, Powerpoint, Outlook, etc and the ability to produce reports from data and to use this data to support management reporting and recommendations.
7. Willing and able to obtain the First Aid at Work 3 day qualification.
8. Ability to work in a busy environment and act decisively in an emergency situation
9. Ability to work under own initiative and organise and prioritise work effectively



Desirable

1. Knowledge of the Universities UK Student Accommodation Code of Practice.
2. Previous related work experience in a housing / student accommodation environment.
3. Similar experience in a role that included the assessment of the quality, safety and security performance of housing stock.
4. NEBOSH General Certificate in Occupational Health & Safety.

Welsh skill requirements

Welsh is essential to our students and staff and is a key part of our provision and services. For every position at Cardiff Met, proficiency in Welsh language is either essential or desirable. You can find information about the levels by viewing our booklet: [Welsh language skills levels](#). If a skill is listed as essential in the table below, please ensure you demonstrate this in your online application form.

Language level and general descriptor	Listening	Reading	Speaking	Writing
A1 – Beginner Can understand and use familiar everyday expressions and very basic phrases in Welsh.	Desirable	Desirable	Desirable	Desirable
A2 - Basic user Can deal with simple, straightforward information and communicate in basic Welsh.				
B1 - Intermediate user Can communicate, to a limited level, in Welsh about things that are familiar and/or work related.				
B2 - Upper intermediate user Can express myself in Welsh on a range of topics and understand most of a conversation with a native speaker.				



C1 - Fluent user Can communicate fluently in Welsh.				
C2 - Master user Can communicate fluently on complex and specialist matters in Welsh.				

Disclosure & Barring Service requirements

This post requires an enhanced DBS check.

Supporting information

The University is a dynamic organisation and changes may be required from time to time. This job description and person specification is not intended to be exhaustive.

The University is committed to the highest ethical and professional standards of conduct. Therefore, all employees are expected to have due regard for the impact of their personal behaviour and conduct on the University, students, colleagues, business stakeholders and our community. Each employee must demonstrate adherence to our Code of Professional Conduct. In addition, all employees should have particular regard for their responsibilities under Cardiff Metropolitan University's policies and procedures.