**Role: Lead Health and Safety Consultant**

**Introduction:**

This role is key to the Design and Technology Association and to the success of our Health and Safety Accreditation Scheme.

The role comprises strategic input to the development of Health and Safety provision, oversight of quality assurance and support for our Registered Design and Technology Health and Safety Consultants (RDTHSCs) operating the scheme.

Work priorities are agreed on an annual basis, but the expectation is that the contract will cover between 10 —15 days p.a. (with a further 5 days reserved.) There is a daily rate of £350 plus standard travel expenses.

The Lead Health and Safety consultant will work directly with Lata Patel who coordinates the scheme on a day to day basis and will report to Andy Mitchell who is the executive lead.

Work priorities are agreed on an annual basis but it is the intention to extend this contract for a further two years if arrangements work effectively.

**Purpose:**

To provide expert health and safety advice to the Association in support of the Health and Safety Accreditation Scheme currently in place.

**Tasks and responsibilities:**

1. **Overseeing quality assurance**

* Assess new RDTHSC applications
* Carry out quality assurance visits for new and existing RDTHSCs
* Deal with complaints by investigating and resolving issues relating to training carried out by RDTHSCs

1. **Provide expertise and lead on health and safety related issues**

* Ensure all H&S publications produced by the Association are accurate and up to date and reflects any changes in legislation
* Provide details on legislative updates or guidance for staff to disseminate to RDTHSCs
* Provide H&S advice on more technical queries submitted to the Association by RDTHSCs and/or members
* Assist staff in deciding content for RDTHSC conferences when required

1. **Lead on expanding H&S accreditation to new markets**

* Investigate and develop new markets for RDTHSC training – e.g. in further education institutions and/or in related subject areas

**Person specification**

* Experienced in teaching Design and Technology – preferably at secondary level in schools.
* Experienced in training of other professionals
* Accreditation in the following Design and Technology Association Health and Safety training areas:
  + Core
  + A range of Specialist Extension Levels
* Experience in dealing professionally and sensitively in challenging situations
* Keen interest and enthusiasm for H&S legislation to ensure knowledge and expertise is up to date
* Team player
* Initiative to make suggestions where applicable, taking into consideration H&S accreditation as an area of income for the Association.
* Good interpersonal skills including the ability to present to other people
* Good verbal and written English including experience of writing resources
* Ability to assess and develop new areas of training and/or new markets

If you are interested in applying, please send your CV with a covering letter by Friday 17th November to:

Lata Patel: email [lata.patel@data.org.uk](mailto:lata.patel@data.org.uk).

If you have any queries or would like to discuss this further, please contact Lata on, 01789 473 911.