Position: People/Safety Manager

Job Description:

The People/Safety Manager at Facilities Pro 4U plays a crucial role in overseeing and implementing human resources and safety policies, ensuring the well-being of employees and compliance with safety regulations. Your responsibilities include:

Human Resources:

- Recruitment: Managing the recruitment and selection process, including job postings, interviewing, and onboarding.

- Employee Relations: Handling employee relations issues, including conflict resolution and performance management.

- Training and Development: Identifying training needs, coordinating training programs, and ensuring employee development.

- HR Policies: Developing and implementing HR policies, procedures, and best practices.

- Compensation and Benefits: Administering compensation and benefits programs, including payroll.

Safety and Compliance:

- Safety Programs: Developing and implementing safety programs and initiatives to maintain a safe work environment.

- Compliance: Ensuring compliance with safety regulations, industry standards, and legal requirements.

- Incident Reporting: Managing and investigating workplace incidents and accidents and recommending preventive measures.

- Emergency Response: Developing and maintaining emergency response plans and procedures.

- Safety Training: Providing safety training and ensuring employees know safety protocols.

Qualifications:

- Diploma of Human Resources and CVI in Work Health and Safety or a related field (preferred).

- Proven experience in human resources and safety management.

- Knowledge of employment laws and safety regulations.

- Strong communication and problem-solving skills.

As the People/Safety Manager, you are responsible for fostering a safe and supportive work environment and ensuring compliance with HR and safety regulations. Your role is vital in protecting the well-being of employees and the organisation.