

## **JOB TITLE Health and Safety Advisor**

### **Job Description REQ250508**

#### **Job Grade MA6**

#### **Job Purpose**

As a Health and Safety Adviser you will play a vital role within the central Health and Safety Service team and will help to ensure the delivery of the Health, Safety and Wellbeing strategies through direct work with our university customers and partners.

Your primary purpose will be to provide a proactive and professional 'business partner' service to one of the University's largest professional services - Estates and Facilities Management (E&FM). This is an exciting opportunity to engage and influence at all levels and will be suited to individuals who have a real energy to drive towards a positive health and safety culture and the corresponding behaviours and University values.

#### **Job Duties**

Health and Safety Advisor for E&FM - Maintenance, Engineering and Sustainability teams

- Provide professional advice to the respective leadership and management teams based on changes to legal requirements or interpretations, incident trends or new, relevant, guidance.
- Provide information via benchmarking for E&FM leadership and management teams to make informed decisions regarding health and safety management.
- Provide guidance on development, maintenance, control and implementation of property/estates related health and safety practice, policies and guidance.
- Advise on risk assessments and systems of control for E&FM related issues.
- Triage and investigate incidents and initiate incident reviews where required.
- Interrogate and report incident data - providing safety advice and recommendations as required.
- Develop and manage work-based projects such as the deployment of risk assessment strategies.
- Performing workplace inspections and audits where required.
- To support colleagues in the Health and Safety Service to provide services across the University where necessary

#### **Points to Note**

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

#### **Special Conditions**

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to always observing the University's Equality & Diversity policy and procedures. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

#### **Organisational Responsibility**

Reports to the Deputy University Health and Safety Manager.

## Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

### Essential Criteria

Area	Criteria	Stage
Experience	Knowledge of Health and Safety law and practice including and the Construction (Design and Management) Regulations	1,3
	A good understanding of health and safety management systems and standards	1,3
	Co-ordinating a multi-dimensional health and safety portfolio	1,3
	Problem solving and decision making	1,3
	Experience of planning and delivery of training, briefings and toolbox talks.	1,3
	Significant experience of complex project administration tasks	1,3
Skills and abilities	Excellent organisational skills with the ability to prioritise tasks and work to tight deadlines both prescribed and self-imposed	1,3
	Flexible approach, able to form and maintain effective working relationships with colleagues at all levels	3
	Customer focussed, pragmatic and proactive approach to health, safety and wellbeing.	1,3
	Ability to work dynamically, independently on own initiative	1,3
	Competent in Microsoft Office, OneDrive and SharePoint applications	1,2
	Good interpersonal and communication skills, both written and verbal with the ability to produce concise written material	1,2,3
	Tact and diplomacy	3
Qualifications	GCSE Grade C or equivalent in English and Mathematics	1
	NEBOSH Diploma (or equivalent)	1

### Desirable Criteria

Area	Criteria	Stage
Experience	A good understanding of the risks associated with 'hard facilities management' to include construction project management, contractor management, planned and reactive maintenance (inc. sportsgrounds and gardens)	1,3
	Experience of working in a Health and Safety team in a large organisation	1,3
	Proven experience of working in a training environment	1,3
Skills and abilities	Proven ability to design, implement and deliver innovative approaches to training	1,3
	Ability to analyse and trend in order to make suitable and relevant recommendations	1,2
Qualifications	Supervisory / Junior Management Qualification, i.e. ILM Level 2 / 3	1

## Conditions of Service

The position is Open-ended and part-time (0.5 fte = 18.5hrs). Salary will be pro-rata on Management and Specialist grade 6 (£35,116 - £45,413 *per annum*), with a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available [here](#)).

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see [here](#).