

HEALTH AND SAFETY OFFICER

Job Ref: REQ260505

School/Department summary:

The role sits within the Health and Safety Service. The Health and Safety Service is committed to supporting the University in driving good health and safety standards, so that no one is harmed by the work undertaken at the University.

Job Description

Job Family and Grade: 5

Job Purpose

The Health and Safety Officer will be responsible for the co-ordination of chemical safety at the University. The role holder will provide support, advice and training to staff, tenants and students in chemical safety to maintain and promote a positive health and safety culture. The successful candidate will support the Senior Health and Safety Specialist on chemical safety, and biological and radiation safety where required.

Job Duties

- To support, and where required deputise for, the Senior Health and Safety Specialist.
- To provide a high-quality, professional advice and support to managers, supervisors, and staff in designated departments.
- To raise the awareness and skills of departmental staff, such that they themselves can identify, manage and record the risks connected to their work.
- To ensure that all compliance measures around chemical safety are reviewed and audited including COSHH and other relevant legislation.
- To contribute to reports and statistical information for relevant University and School Committees.
- To assist the Senior Health and Safety Specialist when working with Estates and Facilities Management on new developments, refurbishments and maintenance of buildings with respect to chemical safety.
- To support with biological and radiation safety alongside the Senior Health and Safety Specialist.
- To support with general health and safety as required.
- To support other members of the Health and Safety Service as required.
- To undertake any training and development deemed appropriate for the position.

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 outlined in the document.

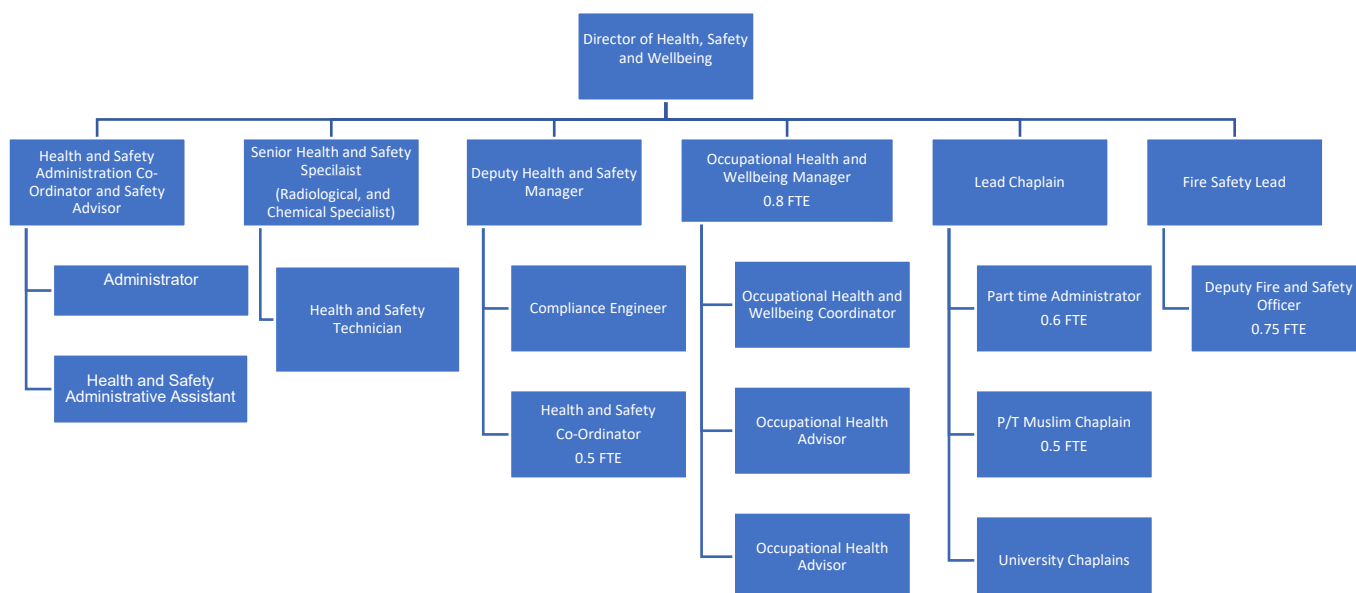
Organisational Responsibility

Reports to the: Senior Health and Safety Specialist

Direct Reports: N/A

Budget Responsibilities: N/A

Structure Chart:



Person Specification

Your application will be assessed based on the essential and desirable criteria listed below.

Applicants are strongly encouraged to explicitly demonstrate how they meet each essential (and desirable) criteria at the application stage. The criteria that you need to demonstrate in your application will be listed as Stage 1 in the table below.

Stages of assessment are as follows:

- 1 – Criteria measured within the Application
- 2 – Criteria measured at Test/Assessment Centre/Presentation
- 3 - Criteria measured at Interview

Essential Criteria:

Area	Criteria	Stage
Experience	Experience of working within or associated with chemical laboratory environments and understanding of chemical infrastructure needs.	1,2,3
Skills and abilities	IT literate – MS Office 365 and comfortable learning other bespoke software packages.	1,3
	Well-developed problem-solving skills, using initiative and judgement in more complex situations.	1,3
	Excellent interpersonal, oral and written communication skills.	1,2,3

	Ability to work independently or as part of a small, specialised team.	1,3
	Ability to organise and prioritise workload and to work to deadlines.	1,3
	Tact, discretion, and an understanding of confidentiality.	1,3
	Flexibility and the ability to adapt to a changing work environment.	1,3
	Excellent attention to detail.	1
Qualifications	A-levels, or equivalent qualifications, including Chemistry.	1
Other	Have a genuine interest in safety and its implementation.	1,3
	Good understanding of current chemical safety legislation.	1,2,3
	Willingness to undertake further professional accreditation for this role.	1,3
	GCSE Grade C or equivalent in English, Mathematics and Science.	1
	Uphold and actively contribute to the University's commitment to Equity, Diversity and Inclusion.	1,3

Desirable Criteria: These are skills, experience and competencies that are additional extras that may be used to narrow the pool down if we receive a high volume of applications that meet the essential criteria.

Area	Criteria	Stage
Experience	Experience of working in higher education.	1,3
	Awareness of DSEAR requirements.	1,3
	Experience with cryogenics and compressed gases, including flammables.	1,3
	Experience with biological safety and/or radiation safety.	1,3
	Experience within a customer - focussed environment.	1,3
Training	Biological, chemical or radiation safety courses or relevant lab safety courses.	1
Qualifications	Formal health and safety qualifications, e.g. IOSH Managing Safety, or NEBOSH General Certificate in Health and Safety.	1

Conditions of Service

The appointment will be subject to the [University's Terms and Conditions of Employment](#) relevant to the job grade.

Shared University Responsibilities

As a member of the Loughborough community, you are expected to:

- Take reasonable care of yourself, others and the environment, and to prevent harm by your acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Sustainability Policies & Procedures.
- Support and contribute to the University's commitment to Equity, Diversity, and Inclusion (EDI), while carrying out all duties in a way that respects these principles and upholds the right to free expression. Further information about EDI at Loughborough and our strategic aims is available on our website.

Our Purpose, Vision, and Values

Our purpose, Vision and Values underpin all that we do and shape how we work together at Loughborough.

We're proud to promote our values: **Adventurous, Collaborative, Creative, Authentic** and **Responsible**. Our people bring these values to life every day, and they are central to the positive and supportive culture that makes Loughborough unique.

If you join us, you'll be encouraged to bring these values to life in your own work and contribute to the positive, supportive culture that makes Loughborough unique.

Read more about our [vision and values](#).

Our Accreditations



We strive to create a culture that supports equity 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 career.



We are proud to be a [Race Equality Charter Member](#). The Charter aims to improve the representation, progression and success of all minority ethnic staff and students within higher education and address issues of racism within higher education institutions (HEIs).



We are proud to be a Disability Confident Employer and have adopted a proactive approach to employing disabled people and to creating a more diverse workforce. We ensure that our recruitment processes are inclusive and accessible. We guarantee to offer an interview to all applicants who have declared a disability, provided that the essential criteria for the role are met. We proactively anticipate and provide reasonable adjustments and support existing employees who acquire a disability or long-term condition to thrive in the workplace.



We are a real living wage employer, and our Living Wage Employer Mark shows our commitment to paying our staff according to the cost of living.



We are proud supporters of the [City of Sanctuary movement](#) and delighted to be recognised as a University of Sanctuary. This national network brings together, university staff, lecturers, academics, and students, who together work to make Higher Education institutions places of safety, solidarity and empowerment for people seeking sanctuary.

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.