

Senior Health and Safety Specialist

Job Ref: REQ260585

School/Department summary:

This role sits within Health and Safety Services. 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: Management and Specialist Grade 7

Job Purpose

To ensure that the University is aware of the legislative requirements relating to the specialist hazard areas of chemical, biological and radiation safety ensuring compliance with relevant legislation.

To advise the University on work in the specialist hazard areas of chemical, biological and radiation safety ensuring compliance with relevant legislation.

Job Duties

Chemical, Biological and Radiological Safety

- To lead or part lead on Chemical, Biological and Radiological Safety across the university.
- Lead on the operational management of non-ionising radiation and chemical safety.
- To monitor compliance with the University policies within the areas of Chemical, Biological and Radiological Safety (using a variety of techniques including auditing), escalating concerns through the management structure as required
- Update the senior leadership team regularly on compliance with agreed safety indicators through the Health Safety and Environment committee
- To provide competent advice, training and guidance on matters relating to the specialist safety topics of Chemical, Biological and Radiological Safety
- Liaise with the Director of Technical Services as appropriate to ensure a co-ordinated approach to compliance with Chemical, Biological and Radiological Safety through the Technician community
- Liaise with Deans of Schools/Heads of Service and Heads of Operations as appropriate regarding compliance with Chemical, Biological and Radiological Safety
- To work with the University's external Radiation Protection Advisor and Director of Technical Services to ensure work with ionising radiation is conducted in a safe and compliant manner.
- To liaise directly with regulatory bodies including the Health and Safety Executive and Environment Agency to represent the University and demonstrate compliance with relevant regulations
- To support colleagues in the Health and Safety Service with issues relating to Chemical, Biological and Radiological Safety.

Health and Safety Support

- To line manage and provide leadership to the Health and Safety Technician and manage all internal administrative tasks these posts undertake.
- To support the Health and Safety Service in delivering health and safety advice and support across the University.
- Have an awareness of the University's strategy and the role Health and Safety Services play in delivering it.
- Develop and maintain policies, procedures and systems in respect of Health and Safety as appropriate.
- Directly deliver Health and Safety training and briefings as is appropriate.

Line Management

- Line manages the Health and Safety Technician

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.

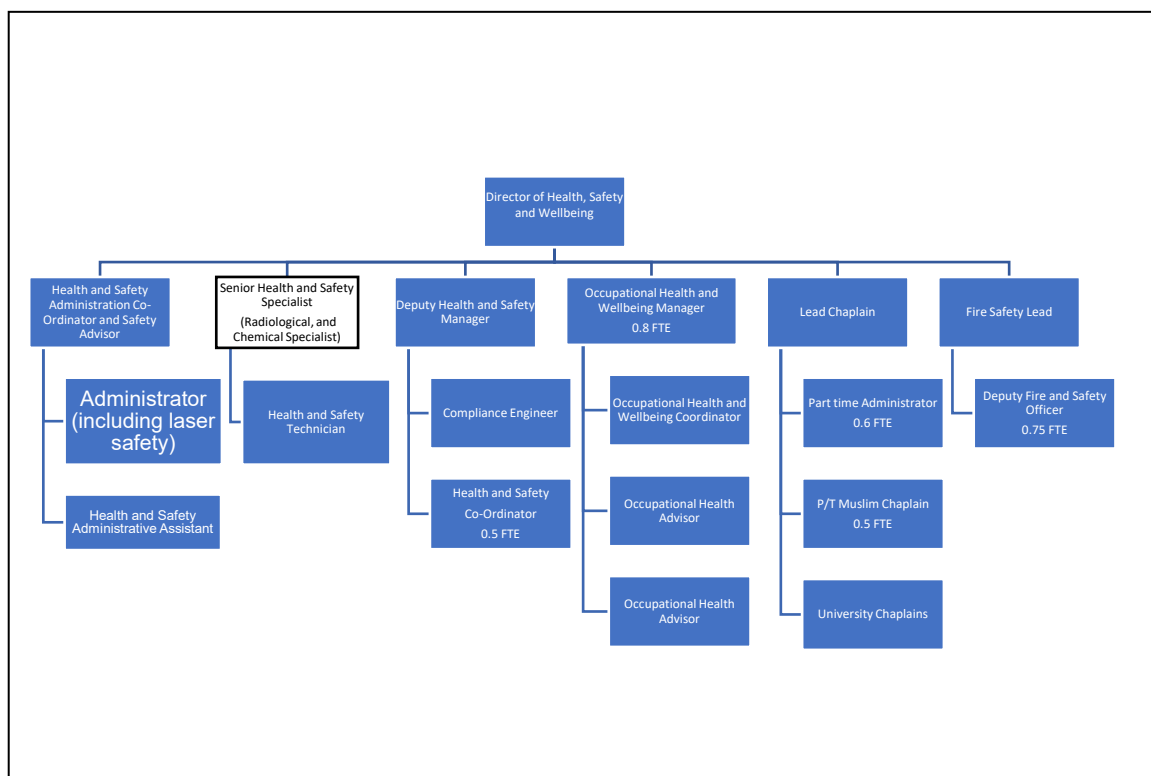
Organisational Responsibility

Reports to the: Director of Health, Safety and Wellbeing

Direct Reports: Health and Safety Technician

Budget Responsibilities: None

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	Substantial Chemical, Biological and Radiation Safety experience.	1,3
	Competent in the day- to-day use of IT e.g. Microsoft Word and Excel. Good report writing skills and Microsoft Project	1,3

	Experience of working with ionising radiation and an understanding of the regulatory requirements.	1,3
		1,3
Skills and abilities	Extensive knowledge of scientific compliance and H&S	1,3
	Working knowledge of radiological protection	1,3
	Effective communication and management skills	1,3
	Liaison and influencing stakeholders	1,3
	A willingness to adopt new procedures as and when required.	1,3
	Extensive knowledge of Biological and chemical regulatory requirements	1,3
		1,3
Training	Professional qualifications in radiation, biological or chemical safety	1,3
Qualifications	Degree in science related field	1
	NEBOSH Certificate (or equivalent)	1
Other		

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 in line managing staff	1,3
	Experience with project management, planning	1,3
Qualifications	NEBOSH Diploma (or equivalent)	1
	Biosafety Practitioner level 1	1
	Certificated as a Radiation Protection Advisor	1,3
	Certificated as a Radioactive Waste Advisor	1,3
	AURPO certificate in radiological protection	1
Other	Extensive knowledge of radiological protection	1,3

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.