

## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Health and Safety Advisor (Central Health & Safety Services)	<b>Grade:</b>	SG6
<b>Department:</b>	Health and Safety Services (Vice Chancellor's Office)	<b>Date of Job Evaluation:</b>	August 2023
<b>Role reports to:</b>	Health and Safety Advisor (Central H&S Services)	<b>SOC Code</b>	
<b>Direct Reports</b>	None		

This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.

### **PURPOSE OF ROLE:**

To support the Health and Safety Advisor (Central HSS) in promoting and advising the University on matters of health and safety; Helping the University meet and surpass their statutory obligations for health and safety, ensuring a safe working environment and maintaining the wellbeing of staff, students, contractors and visitors in support of the University's Corporate Strategy.

### **KEY ACCOUNTABILITIES:**

#### **Team Specific:**

- Work with other members of Health & Safety Services to provide an effective service in advising and supporting the University to ensure a safe and healthy workplace.
- Assist with investigations into significant incidents.
- Assist in developing, organising and participation of relevant training for the University community.
- Provide health and safety advice and assistance in collaboration with other Health and Safety Services staff to produce consistent standards and best practice throughout the University.
- Communicate with all University staff to promote effective health and safety management, knowledge of legislative changes and the delivery of appropriate development and training.

**Generic:**

- Support the Associate Director of Health and Safety Services in the implementation of the University Health and Safety Strategy and Plan.
- Provide professional advice on operational health and safety issues.
- Assist with the implementation of policies, procedures and compliance strategies in line with best practice to ensure that the University complies with its obligations under health and safety legislation.
- Assist with embedding Health and Safety across the institution by collaborating with other health and safety role holders, to ensure a consistent, professional and positive approach to the management of health and safety, including the development of a high-performing and strong health and safety culture.
- Assist with the continuous improvement cycle for health and safety performance across the University, including undertaking appropriate audits and inspections.
- Support the work of the University Health, Safety, Sustainability and Wellbeing Board.
- Liaise with the Faculty and Professional Services Health and Safety Managers Advisors and Local Officers as necessary.

**Managing Self:**

- Be self-motivated with the ability to work on own initiative.
- Have the ability to motivate others.
- Be flexible and adaptable in all working practices to ensure the efficient management of Health and Safety, frequently working under pressure and to tight deadlines
- Manage workload in accordance with departmental needs, requirements of the university's calendar and statutory and legislative compliance.
- Undertake continuous professional development and keep up to date with legislative and other developments in Health and Safety.

**Core Requirements:**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the university's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible
- Adhere to current legal requirements and best practice relating to digital content and accessibility, including Web Content Accessibility Guidelines when creating digital content.

**Additional Requirements:**

Undertake any other duties as requested by the line manager or appropriate senior manager, commensurate with the grade.

This is a professional, demanding role within a complex organisation with an ambitious strategic plan and agenda for change. The role holder will be expected to show flexibility in working arrangements, including location, and working hours, to ensure that Health & Safety Services deliver the required level of service.

**KEY PERFORMANCE INDICATORS:**

- Comply with legislative requirements, University compliance needs and good practice standards
- Maintain excellent communication with university staff and respond effectively to requests for advice and support.
- Maintain records, produce reports and other documents to agreed timescales, plans and recognised quality standards.

**KEY RELATIONSHIPS (Internal & External):**

- Other members of Health and Safety Services, Estates and Facilities Management staff, , Occupational Health and Wellbeing Service, Academic and Professional Services staff, Greenwich Students' Union and Trade Union Representatives
- University networks and other related bodies (internally & externally)

<b>PERSON SPECIFICATION</b>	
<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Awareness and understanding of best practice in health and safety (including Fire Safety)</li> <li>• Awareness and knowledge of reviewing and assessing health and safety performance</li> <li>• Awareness and knowledge of providing advice to achieve positive changes in practice</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Excellent communication (written and oral), interpersonal and organisational skills</li> <li>• Able to positively influence individuals at all levels of an organisation, including the ability to achieve results from staff who are not direct reports.</li> <li>• Capable of working alone and as part of a team</li> <li>• Able to analyse situations and solve problems</li> <li>• Able to manage a complex workload and prioritise activities to meet tight deadlines</li> <li>• IT literacy and a good understanding how technology can improve health and safety practice</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• NEBOSH General certificate (or equivalent)</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Inclusive, Collaborative and Impactful</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working within a Higher Educational setting.</li> <li>• Experience working within health and safety</li> <li>• Experience of auditing and reviewing safety management systems</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• Technical/Graduate Member of the Institute of Occupational Safety and Health (IOSH)</li> <li>• NEBOSH certificate in Fire Safety</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>