

JOB DESCRIPTION

Job Title: Faculty Health & Safety Manager

Grade: SG7

Department: Health & Safety Services

Responsible to: Senior Faculty Health & Safety Manager (FES)

Responsible for: N/A

Key Contacts: N/A

Standard Occupational Classification (SoC code): 3582

Non-Contractual Nature of Role Profile: 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

Assist the Associate Director of H&S in promoting and advising the faculty on health and safety matters related to their activities; Helping the faculty to 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:

- Provide professional advice and support to the Faculty on Health and Safety matters, Promoting effective health and safety management and communicating legislative changes, to maintain the wellbeing of staff, students, contractors and visitors in support of the University's Corporate Strategy.
- Act as the local lead in administering the accident reporting system and its data; Investigate significant accidents and measure performance, identify trends; Contribute to the production of University and Higher Education sector reports and those required under the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR).
- Identify local H&S training needs and implement the annual training programme for the faculty, ensuring that relevant records are maintained.

- Co-ordinate the local H&S resource to embed Health and Safety across the Faculties, 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 in line with university standards and best practice.
- Provide H&S assurance to local Senior Management teams and the Associate Director of Health and Safety, including producing reports, notifying of any deficiencies, formulating remedial actions where required, and progressing these to closure.
- Establish/attend the specified local H&S Committee(s) to ensure staff are consulted on H&S matters that affect them. This includes consultation with trade union representatives, as appropriate.
- Contribute to the continuous improvement cycle for health and safety performance across the University, including co-ordinating local participation with audit / continuous improvement activities (e.g HASMAP audits and annual inspections) and undertaking audits and inspections of other areas.
- In liaison with the faculty senior management team, ensure that sufficient resources/funds are available to meet the requirements of the University H&S policy, including the appointment of the H&S Local Officers, DSE Assessors, First Aiders, Fire Wardens and / or other relevant H&S post holders.

Generic:

- Support the Associate Director of Health and Safety in the implementation of the University Health and Safety Strategy and Plan.
- Provide professional advice on operational health and safety issues.
- Assist with the drafting and reviewing 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, and HE sector best practice.
- Proactively work to embed Health and Safety across the institution by collaborating with other health and safety roles 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 participating in audits and inspections of all areas.
- Support the work of the University Health, Safety, Sustainability and Wellbeing Board

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 working hours, to ensure that the department delivers 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 external agencies by responding 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 Services, and Trade Union Representatives
- University networks and other related bodies (internally & externally)

PERSON SPECIFICATION**EXPERIENCE:****Essential Criteria**

- Demonstrable experience working as a health and safety professional.
- Experience of reviewing and assessing health and safety performance including accident investigation, root cause analysis, COSHH and risk assessments
- Experience providing advice to achieve positive changes in practice
- Experience of reviewing safety management systems

Desirable Criteria

- Experience of working within a Higher Educational setting.

SKILLS:**Essential Criteria**

- Excellent communication (written, and oral), interpersonal and organisational skills
- Able to positively influence individuals at all levels of an organisation, including the ability to achieve results from staff who are not direct reports.
- Capable of working alone and as part of a team
- Able to analyse situations and solve problems
- Able to manage a complex workload and prioritise activities to meet tight deadlines
- IT literacy and a good understanding how technology can improve health and safety practice

Desirable Criteria

- N/A

QUALIFICATIONS:**Essential Criteria**

- NEBOSH Diploma, NVQ level 5 (or equivalent qualification in health & safety)
- Graduate membership of the Institute of Occupational Safety and Health (IOSH) or working towards

Desirable Criteria

- Internal auditor training (or a commitment to obtain)
- Chartered membership of the Institute of Occupational Safety and Health (IOSH) or working towards

PERSONAL ATTRIBUTES:**Essential Criteria**

- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Desirable Criteria

- N/A