

JOB DESCRIPTION

Job Title:	Health and Safety and Compliance Manager Estates	Grade:	SG8
Department:	Estates & Facilities Directorate (EFD)	Date of Job Evaluation:	
Role reports to:	Head of Campus Services		
Direct Reports			
Indirect Reports:	Provide functional direction and guidance to managers and staff within the EFD, halls of residence partner providers, outsourced contractors and staff from other university departments at all campuses (all sites)		
Other Key contacts:	Director of EFD, Campus Facilities Managers (all sites), Head of Estates, Head of Residential Services, University Head of Health & Safety, University Fire Officer, SUUG/GKU, University Transport and Green Travel Manager, Sustainability Manager, outside agencies including Fire Brigade, Police, halls of residence partner providers, contractors.		
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 Director of EFD and the Head of Campus Services in managing all matters relating to Health and Safety within university buildings and Halls of Residence in order to ensure compliance with all legal obligations.

The maintenance of a safe working environment, the wellbeing of staff, students, contractors and visitors and in support of the University's Corporate Strategy.

To proactively identify issues and solve problems relating to Health and Safety and estates compliance matters within the EFD, halls of residence and other university departments as relevant. Manage and coordinate staff development throughout the EFD for both statutory training and Continued Professional Development.

Promote a flexible, proactive and visible approach to all Health and Safety issues and generally encourage a positive attitude towards Health and Safety throughout the university.

Provide functional direction and guidance to managers and staff within the EFD, halls of residence partner providers, and staff from other university departments at all campuses to develop a positive safety culture and ensure compliance with legislation. The FM Health and Safety and Training Manager will also on occasions provide operational support in the absence of the Campus FM managers/Deputies at all sites including line management of campus EFD teams during such periods.

Work with key line managers to identify individual staff development needs of the EFD and

arrange such training with a view to enhancing skill levels and delivery of directorate services throughout the university.

Decisions made by the post-holder potentially have a significant impact on the health, security and life safety of staff, students, and guests as well as on the university's reputation.

KEY ACCOUNTABILITIES:

Team Specific:

- Manage matters relating to Health and Safety, Fire Safety and estates compliance matters within the EFD
- Advise and support the senior directorate staff on operational and strategic issues relating to the management of Health and Safety, Fire Safety and Security in university premises and Halls of Residence both internally and externally managed
- Have an extensive working knowledge of current Health and Safety legislation and advise the directorate of changes to legislation and ensure the university is compliant in all areas
- Advise all departments including the Safety Unit of the suitability of fire precautions and procedures within the university estate
- Work with the University Fire Officer in ensuring that all university buildings remain fire safe
- Proactively identify training needs of EFD staff, including analysis of needs identified during appraisals, and provide staff development opportunities in accordance with needs
- Devise and deliver training to EFD and other relevant staff at all campuses on matters relating to Health and Safety
- Deliver Health and Safety inductions for the EFD team, contractors and other university staff as required
- Devise, develop and audit effective Health and Safety policies and procedures to ensure statutory compliance across all campuses including fire safety, asbestos control, legionella, electrical and gas safety and contractor management.
- Ensure all university buildings have a current Asbestos Register, Legionella Assessment and Fire Risk Assessment
- Manage the inspection processes of all areas under the responsibility of the EFD.
- Monitor and assist managers to fulfil the legal requirement for Risk Assessment within the EFD
- Monitor the operation of the university Safety Policy in relation to the activities of the EFD
- Cooperate with central Safety Unit Staff with the dissemination of the university Safety Policy to all relevant parties
- Ensure relevant EFD policies are disseminated to the Safety Unit for wider compliance
- Ensure appropriate and documented safety procedures are in place in respect of services provided by the EFD or by contractors operating on the university's behalf.
- Act as a contact point for and liaise with external bodies including Fire Brigade, Environmental Health, and Health and Safety Executive and liaise with police forces,

security contractors and insurers as required and in particular with regard to legal compliance with Health and Safety and Fire Safety legislation

- Coordinate the safety functions of local Safety Officers within the department to ensure uniformity of good practice in safety matters across all sites
- Investigate and report on accidents, incidents, near misses and fires within the university and halls of residence and make recommendations to prevent reoccurrence
- Provide reports and statistics on all aspects of Health and Safety within EFD to internal committees/external bodies as necessary
- Maintain up to date records, statistics and a departmental web presence regarding Health and Safety and Staff Development matters
- Together with the Campus FM Managers and the Head of Residential Services, ensure compliance with the safety needs of disabled persons within the university and in halls of residence as prescribed in Disability Discrimination legislation and university policy, fire safety regulations and best practice measures and advise on any reasonable adjustments that may be desirable or necessary from an EFD perspective.
- Provide guidance and support to the Head of Residential Services in ensuring the health and safety and security of student residents by means of suitable induction procedures, inspections of residences, publication of up-to-date safety regulations and guidelines and provision of suitable training
- To be available outside of 'office hours' to respond to critical emergencies that might occur in university buildings and residential accommodation

Generic:

- N/A

Managing Self:

- Be self-motivated with the ability to work on own initiative
- Have the ability to motivate and lead others
- Be flexible and adaptable in all working practices to ensure the efficient management of Health and Safety, Fire Safety and Security in university buildings and halls of residence, 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, Fire Safety and Security

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.

Additional Requirements:

Undertake any other duties as requested by the [e.g. PVC, FOO etc.] or their line 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 Estates and Facilities delivers the required level of service.

- Represent the university as required at meetings and conferences of external bodies including IOSH (Institute of Safety and Health) and USHA (University Health and Safety Association)
- A willingness to travel to or from any of the university's sites as required
- Attend sites to deal with emergencies outside core office hours

KEY PERFORMANCE INDICATORS:

- Maintenance of CPD (Continuous Professional Development)
- Legal compliance with relevant Health and Safety and Fire Safety legislation
- Satisfactory quality audit reports for all aspects of the service
- Timely production of reports and other documents to agreed timescales, plan and recognised quality standards

KEY RELATIONSHIPS (Internal & External):

Internal:

- EFD staff
- Safety Unit staff
- Occupational Health staff
- ILS staff
- Faculty/Directorate staff
- Office of Student Affairs staff
- Student Wellbeing staff
- Students Union staff and offices
- Student residents

External:

- Fire Brigade, Police
- Environmental Health
- Health and Safety Executive
- Contractors
- Partner Providers for halls of residence (currently Derwent FM, Hyde Housing, Campus Living Villages and Sodexo)
- Consultants
- Neighbours
- Greenwich Foundation
- IOSH (Institute of Safety and Health)
- USHA (University Health and Safety Association)

PERSON SPECIFICATION	
Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Extensive experience of working in a health and safety role in a similar environment <p>Skills</p> <ul style="list-style-type: none"> • Interpersonal skills with an outcomes-focused approach • Verbal and written communication skills • Presentation skills and ability to deliver training to individuals and groups • Numeracy skills • IT literacy • Ability to engage and motivate staff • Innovative problem-solving ability • Skilled at writing concise, analytical reports • Ability to prioritise, organise and manage a varied and changing workload • Professional, tactful and effective communication and networking skills • An up to date knowledge of health and safety at work legislation <p>Qualifications</p> <ul style="list-style-type: none"> • A degree or relevant qualification in Health and Safety • Chartered member of (or Grad working towards) the Institute of Occupational Safety and Health (IOSH) <p>Personal attributes</p> <ul style="list-style-type: none"> • We are looking for people who can help us deliver the values of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of managing staff/teams <p>Skills</p> <ul style="list-style-type: none"> • Budgetary management <p>Qualifications</p> <ul style="list-style-type: none"> • A NEBOSH (The National Examination Board in Occupational Safety and Health) certificate in Fire Safety • BOHS P405 Managing Asbestos • BOHS P901 Legionella Management <p>Personal attributes</p> <ul style="list-style-type: none"> • N/A