

JOB DESCRIPTION

Job Title:	Administrative and Health & Safety Manager	Grade:	SG8
Department:	Natural Resources Institute	Date of Job Evaluation:	04/01/2022
Role reports to:	NRI Deputy Director		
Direct Reports:	Nil		
Indirect Reports:	Nil		
Other Key contacts:	HR External auditors Faculty H&S Committee FOO NRI Directors NRI HoDs NRIPS		
<p>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.</p>			

KEY ACCOUNTABILITIES:

This role requires management and reporting on the following areas of support to the effective operation of the Natural Resources Institute. These are:

- Acting as **NRI's Health and Safety Manager**. Maintaining oversight of Health and Safety within NRI, including oversight of risk assessments for all of NRI's activities including international travel.
- Acting as **NRI's Quality Assurance Coordinator**, responsible for oversight of the NRI Quality Management System accredited by BSI to ISO9001.
- Acting as **NRI's HR Link Manager** – providing a central point of contact, and where appropriate record keeping for HR issues relating to NRI staff, including visiting fellows and visiting professors.
- Supporting **staff and PGR student induction processes** and maintaining oversight of Mandatory staff training.
- Take an oversight on **space management** in NR (staff and PGR students)
- Take overall responsibility for **records management**.

Team Specific:

The Administrative and Health & Safety Manager has responsibility for ensuring NRI complies with all standards, as well as external voluntary and statutory standards nationally and internationally that may impinge on NRI's business.

This is achieved through:

- As Health and Safety Manager, lead NRI's health and safety efforts including organising regular H&S meetings, training, reporting on breaches/incidents, follow-up for incidents, represent NRI at Faculty H&S meetings. Specific responsibilities include:
 - Assist with embedding Health and Safety across the Faculty/Directorate, 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 implementation of local H&S arrangements in line with the University Health and Safety Strategy and Plan.
 - Ensure that any local H&S performance assists in ensuring the University meets its obligations under health and safety legislation.
 - Provide H&S assurance to local Senior Management team and the H&S Unit, including notifying of any deficiencies, formulating remedial actions where required, and progressing these to closure.
 - Establish/attend the specified local H&S Committee to ensure staff are consulted on H&S matters that affect them. This includes consultation with trade union representatives, as appropriate.
 - Ensure the Faculty / Directorate is represented at the University H&S Consultative committee.
 - Co-ordinate local participation with H&S Unit audit / continuous improvement activities (e.g Safety Statements, and HASMAP audits).
 - Co-ordinate allocated resources for the management of H&S. This includes the appointment of the H&S Local Officers, DSE Assessors, First Aiders, Fire Wardens and / or other relevant H&S post holders, to assist in implementation of effective H&S arrangements.
- As NRI Quality Assurance Coordinator, manage the NRI Quality Management System (QMS) including regular external audits by ISO, run and manage a programme of internal audits, reviews of procedures and regular reporting to the Senior Management Team on inspections and risks.
- As HR link manager, manage NRI's day to day relationship with HR including aspects of staff compliance with HR rules, on-boarding of staff, visiting scholars and PGR students, support to recruitment, support to UKVI compliance issues
- Liaise with the wider University to ensure that the insurance requirements (including travel) to NRI activities met.
- Support the offices of the Director and Deputy Director as requested
- Liaise with external compliance service providers, NRI clients, partners, staff and student on issues of compliance
- To provide communication and guidance with respect to compliance as appropriate.
- To maintain suitable records on all aspects of the role.

Generic:

- Work closely with members of the Senior Management Team (SMT) to contribute expertise in the management of risk and compliance with

standards.

- Maintain quality and professionalism of service delivery.
- Build trust and collaborate effectively with all stakeholders in NRI's business through ensuring that compliance risks are effectively managed.
- Continually solve problems as and when they arise ensuring least detrimental effect to NRI's performance and business plans.
- Liaise effectively with external organisations, NRI and UoG staff members and academic staff across the university and in partner organisations.
- Manage other Professional Services staff as required.
- Maintain professional and effective communication at all times.
- Maintain effective time management of self and with those within the team.

Managing Self:

- Manage own workload effectively.
- Continuously strengthen effective interpersonal skills.
- Actively engage in personal continued professional development and training.
- Continuously improve own knowledge of administrative and business systems of NRI and the University.
- Keep abreast of University working policies and any updates/changes in them.

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 Director/Deputy Director 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 the Natural Resources Institute delivers the required level of service.

KEY PERFORMANCE INDICATORS:

Yearly Performance Indicators will be established in consultation with Line Management as part of the post-holder's annual Appraisal and Professional Development Review. Standard rolling KPIs include:

- Compliance with internal and external standards of practice
- Coordination of links between NRI and HR particularly over aspects of recruitment

- Ensure NRI's physical space is managed efficiently
- Ensuring smooth on-boarding and compliance of new staff, provide suitable support to existing staff as HR link and support exiting staff as appropriate
- Ensure maintenance of NRI ISO9001 status
- Manage all aspects of compliance with H&S
- Ensure compliance with UKVI

KEY RELATIONSHIPS (Internal & External):

- EXTERNAL -
 - Overseas partner-organisation research staff.
 - Audit company professionals in the UK and overseas.
 - H&S service providers
- INTERNAL -
 - NRI Director and Deputy Director
 - NRI senior managers.
 - Line managed staff members.
 - Faculty and University H&S office
 - Office of the FOO
 - Facilities and Estates
 - Professional services colleagues in Human Resources (HR).
 - All NRI academic, research and professional services staff.

PERSON SPECIFICATION

Essential	Desirable
<p>Experience</p> <ul style="list-style-type: none"> • Management of Health and Safety • Setting up or running Quality Management Systems • Knowledge of HR issues • Experience of liaison with senior staff and a wide range of stake holders • Experience of delivering training. • Experience with supporting the smooth running of the offices of Senior Management <p>Skills</p> <ul style="list-style-type: none"> • Reliable self-starter with good planning and prioritising skills. • Ability present key ideas precisely across organisational and cultural boundaries. • Well-developed interpersonal skills; and an ability to deal with confidential and sensitive issues. 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of supporting a wide range of compliance and administrative activities in a dynamic organisation with strong international links. • Experience of liaison with senior staff and a wide range of stake holders within a Higher Education Institution (HEI) setting. • Experience in professional services systems in an HEI setting. <p>Skills</p> <ul style="list-style-type: none"> • N/A

- Excellent self-management and organisation skills.
- Excellent written and oral communication skills and powers of persuasion.
- IT literacy.

Qualifications

- Degree or other qualification of similar standing or prior experience.

Personal attributes

- A good team member.
- Ability to prioritise and take a task and goal-oriented approach.
- Innovative approach to achieving project objectives.
- Tact and diplomacy.
- Energy, commitment, and resilience.
- We are looking for people who can help us deliver the [values](#) of the University of Greenwich: Inclusive, Collaborative and Impactful.

Qualifications

- Relevant Health and Safety Qualifications
- Relevant Quality Management System Qualification

Personal attributes

- N/A