

# **Job description**

**Department:** Health and Safety Department

**Location:** Moulsecoomb

**Job title:** Safety HUB Manager (College of Life, Health and Physical Sciences)

**Post number:** IS5016

**Grade:** 7

**Responsible to:** Deputy Director of Health and Safety

**Job Purpose:**

The post-holder is a member of the central Health and Safety Department (Central Safety HUB) but is embedded within the College of Life, Health and Physical Sciences as the Safety HUB Manager (College of Life, Health and Physical Sciences).

The post-holder will take the institutional lead role in the development of research related safety policy, guidance and training. They will be required to work collaboratively with members of the Doctoral College, Senior Managers, Deans and Heads to ensure that policies align to the universities overarching strategic plan objectives and position safety as a vital component of research related activities.

The post-holder will lead in the development and implementation of the college health, safety and wellbeing strategy plan and institutional wide objectives working closely with the Dean of College, Heads of School and Health and Safety Department.

To deliver a professional health and safety advisory service to the college that supports the university strategic plan, including teaching, research and economic and social engagement income streams.

The post-holder will report to the Dean of College for day to day operational matters and take the lead role in creating a positive health and safety culture within the college. The post-holder will also be an advisor to the College Management Group and play a pivotal role in the development of the future direction of the college to meet corporate and strategic plan aspirations in respect of health, safety and wellbeing.

The post-holder will support the Health and Safety Department in the delivery of the university Safety Strategic Plan, including participation within central auditing, training and wellbeing programmes; and furtherance of the Centre for Excellence in Occupational Safety and Health.

The post-holder will be required to meet regularly with the Deputy Director of Health and Safety and produce progress reports against an agreed work plan.

**Main areas of responsibility:**

1. **Governance and assurance**

To develop, implement and oversee a college Health and Safety strategy that is specific to the needs and activities of the College of Life, Health and Physical Sciences and within the context of the university's Health and Safety policy and safety management systems.

2. **Professional advice** **and support**

To provide a professional health and safety advisory service to the college community (staff, visitors and students) and to others as directed by the Health and Safety Department.

3. **Management of health and safety**

To support the management of the college as an advisor to the College Management Group. To attend college and school Management Group meetings as and when required. To implement and support the Health and Safety Management System.

4. **Staff development**, **training and competencies**

To develop, deliver or procure both generic and tailored training courses for academic, technical, administrative staff and students on a range of health and safety topics based on a training needs analysis.

5. **University Chemical Safety Advisor and Dangerous Goods Safety Advisor**

To undertake the role of the university Chemical Safety Advisor and Dangerous Goods Safety Advisor.

6. **Institutional Champion role**

The post-holder will take forward and champion the development of research safety policy, guidance and training. They will be required to work collaboratively with members of the Doctoral College, Principal Investigators, Senior Managers, Deans and Heads to ensure that policies align to the universities overarching strategic plan objectives and position safety at the centre of research related activities.

7. **Centre for Excellence in Occupational Safety and Health (CEOSH)**

To contribute to the successful operation and objectives of the Centre of Excellence and potential Economic and Social Engagement opportunities.

8. **Co-ordination of School Safety Co-ordinators/Officers**

The post-holder is responsible for co-ordinating the work of school Safety Co-ordinators/Officers and assisting Heads to ensure that the safety responsibilities of school managerial roles are embedded and promoted.

**Specific duties:**

1. Governance and assurance

**To develop, implement and oversee a college Health and Safety strategy that is specific to the needs and activities of the College of Life, Health and Physical Sciences and within the context of the university's Health and Safety policy and safety management systems.**

1.1 To develop, implement and oversee a college Health and Safety strategy that is specific to the needs and activities of the College of Life, Health and Physical Sciences and within the context of the university's Health and Safety policy and safety management systems.

1.2 To develop, communicate and implement the college health and safety strategy, ensuring that workable plans and agreements are reached with managers, all staff and students that will achieve the agreed aims and objectives.

1.3 To plan, organise and conduct regular safety audits/inspections and to develop an effective inspection programme under the direction of the Health and Safety Department. This will include the production of technical reports and ensure follow up actions are proposed and undertaken. To lead on the alignment of safety management systems across the College with OHSAS 18001.

1.4 To advise and assist academic staff and researchers on the requirements of health and safety contributing to research aims, grant applications and to support the college ethics committee.

1.5 To support projects within the Health and Safety Department and participation in training, auditing and wellbeing campaigns across the institution as required.

1. **Professional advice and support**

**To provide a professional health and safety advisory service to the college community (staff, visitors and students) and to others as directed by the Health and Safety Department.**

2.1 To provide specialist professional advice and assistance to the Dean, Heads of School and all staff to ensure the college maintains a safe, healthy and socially responsible working environment.

2.2 To disseminate health and safety information and to advise senior managers, staff and students of applicable legislative developments, in conjunction with the university’s Health and Safety Department.

2.3 To engage with academic staff and collaborate to improve course design and encourage academic staff to incorporate risk education to meet professional practice needs and enhance employability skills of students.

2.4 To develop and support procedures and provide ongoing advice on the health and safety requirements for student placements, fieldwork trips and student project work assessments.

2.5 To lead on the development, design and maintenance of an effective *c*ommunication strategy for faculty health and safety, encompassing the use of school intranets and websites. To identify opportunities to embrace new and emergent technologies such as the use of blackboard, QR codes, augmented reality and social networking tools.

2.6 To oversee the management of the university Laser Safety Adviser and support school radiation protection supervisors, biological safety officers and to be able to deputise as required.

2.7Supporting the work of the university Radiation Protection Committee, fire safety groups, college Ethics and Governance Committee, school Safety Committees and other networks.

2.8To provide other support as may be required.

1. **Management of health and safety**

**To support the management of the College as an advisor to the College Management Group. To attend college and school Management Group meetings as and when required. To implement and support the Health and Safety Management System.**

3.1 To manage the development of college safety management systems under the direction of the Health and Safety Department, the Dean and the Head of Schools so as to ensure such systems are aligned to the university safety management protocols.

3.2 To implement working groups utilising project management applications to bring about improvement.

3.3 To be an advisor to the College Management Group and to advise on the strategic management of the college and its operation with particular responsibilities for health and safety and wellbeing.

3.4 To co-ordinate the collection of accident, incident and near-miss data at college level, working collaboratively with the Health and Safety Department, to support academic staff and technical managers in the investigation of accidents, incidents and near misses. To share lessons learnt from accident investigations across the faculty where appropriate.

1. **Staff development, training and competencies**

**To develop, deliver or procure both generic and tailored training courses for academic, technical, administrative staff and students on a range of health and safety topics based on a training needs analysis.**

4.1 To support managers in the identification of health and safety training needs for staff and develop competency profiles for all distinct staff groups within the college and to support other managers in undertaking this process.

4.2 To design, develop and deliver a programme of health and safety training courses for the college to meet legal compliance and sector best practice.

* 1. To develop and deliver in partnership with academic staff a range of courses to support the professional practice skills of students and enhances employability.

1. **University Chemical Safety Advisor and Dangerous Goods Safety Advisor**

**To undertake the role of the University Chemical Safety Advisor and Dangerous Goods Safety Advisor.**

5.1 To advise on the safe use of chemicals in the university, including providing specialist assistance on the preparation of written codes of practice and systems of work.

5.2 To liaise with the central Health and Safety Department and Safety HUB Managers and Safety Coordinators regarding chemical health and safety issues where specialist advice may be required.

5.3 To respond to requests from staff for specialist advice and assistance in the field of chemical safety.

5.4 To represent the Health and Safety Department on the Hazardous Substances Sub Committee and Radiation Protection Sub Committee.

5.5 To undertake the role of the university Dangerous Goods Safety Advisor.

1. **Institutional Champion role**

**The post-holder will take forward and champion the development of research safety policy, guidance and training. They will be required to work collaboratively with members of the Doctoral College, Principal Investigators, Senior Managers, Deans and Heads to ensure that policies align to the universities overarching strategic plan objectives and position safety at the centre of research related activities.**

6.1 To develop and deliver in partnership with academic staff a range of courses and activities to support the research ambitions of the institution.

6.2 To develop policies and guidance to support health and safety in research.

1. **Centre for Excellence in Occupational Safety and Health (CEOSH)**

**To contribute to the successful operation and objectives of the Centre of Excellence and potential Economic and Social Engagement opportunities.**

7.1 To contribute to the aims and objectives of the Centre of Excellence and any Economic and Social Engagement opportunities.

1. **Co-ordination of School Safety Co-ordinators/Officers**

**The post-holder is responsible for co-ordinating the work of School Safety Co-ordinators/Officers and assisting Heads to ensure that the safety responsibilities of school managerial roles are embedded and promoted.**

8.1 To co-ordinate the work of the school Safety Co-ordinators/Officers.

8.2 To assist Heads of School in the embedding and promotion of safety responsibilities within school managerial roles.

**Selection criteria:** The criteria below indicate the qualities that are needed to do the job well. Candidates will be selected according to the extent to which they satisfy these criteria. Evidence of potential will also be considered. Most of the criteria must normally be met in order to qualify for selection.

**Essential:**

* **Knowledge/qualification and demonstrated competence:**

Honours degree in a science subject; NEBOSH Diploma (or equivalent); Member of a recognised Health and Safety Institute (for example IOSH).

Significant experience of the effective control of hazards, associated with laboratory and engineering environments, preferably working with radiation sources, biological and chemical agents.

Experience of delivering a health and safety advisory service to a complex organisation.

Evidencing the successful implementation of health and safety strategy plans within a complex organisation.

Experience of writing policy and guidance documents to fit an organisation’s needs.

Experience of writing and delivering health and safety training arising from the use of training needs analysis tools.

Experience of undertaking safety audits and inspection programmes.

Ability to work independently on own initiative with minimal supervision.

Ability to self-motivate and inspire best practice.

Demonstrable commitment to professional skills development.

Data analysis and the preparation of appropriate reports.

Experience of writing policy and guidance documents to fit a company’s needs.

• **Communication:** clear, concise, accurate written and oral communication with particular ability to explain complex processes and procedures; able to write effective, clear and concise reports.

• **Self-motivation:** meets objectives on own initiative; committed to continuous self-development.

• **Teamwork:** effective contribution to teamwork, working co-operatively with others, achieving mutual satisfaction.

• **Organisation:** has developed effective work systems and meets agreed priorities efficiently.

• **Response to change:** keeps abreast of developments and contributes effectively to planning and implementation of change.

• **Analysis, creativity and problem solving:** solves problems and develops plans successfully.

• **Technical skill**: experience in the use of personal computers, including the use of word processing and spreadsheet software packages.

• **Physical**: the post holder must be able to undertake all the physical requirements of the job, such as use of display screen equipment; travel to external locations; visits to all areas within the college buildings.

**Desirable:**

* + - * OHSAS 18001, HASMAP, ROSPA or other equivalent qualification in auditing.
      * Knowledge of the Human Tissue Act.
      * Knowledge of Home Office animal licensing legislation.
      * Knowledge of containment level 3 bio safety protocols.
      * Bio safety level 1 course for Biological safety officers (ISTR accredited).
      * A train the trainer qualification.
      * Knowledge of the Globally Harmonised System of Classification and Labelling of Chemicals (GHS).
      * PGCE teaching qualification.
      * Dangerous Goods Safety Advisor Qualification (Department for Transport Approved Exam).

AK 20 Feb 14