The University of Brighton logo.



# Job Description

**Job title:** Safety Hub Manager

**Post number:** P005936/P007570

**Reports to:** Deputy Director of Occupational Safety and Health Services

**Department/School:** Occupational Safety and Health Services

**Location:** Brighton, Moulsecoomb

**Grade:** 7

## Purpose of the role

To be the lead specialist Health, Safety and Wellbeing Adviser to assigned Schools, supporting Deans, School Operations Managers, Heads of Department and others with the management of a full range of Health, Safety and Wellbeing matters.   
   
**Line management responsibility for:**

The role has no line management responsibility. However, the role holder will co-ordinate the work of School Safety Advisers/Officers.

## Main areas of responsibility:

* To provide a business partner advisory service, in accordance with an SLA, to assigned academic schools and delivery of advice to resolve assigned helpdesk enquiries raised by Professional Service Departments.
* To work proactively with managers to develop, implement and oversee School Health, Safety and wellbeing strategy plans.
* To support managers in reviewing, identifying and interpreting legislative developments, best practice and guidance ensuring that this is communicated to key staff and that appropriate actions are put into place.
* To lead the development of effective practices through communications, briefings, training, workshops to ensure staff in relevant areas across assigned Schools are supported in their implementation of the University’s Safety, Health and Wellbeing policies and processes.
* Assist managers with identifying Health, Safety & Wellbeing training requirements.
* Deliver a programme of internal monitoring and regular audits/inspections and to be responsible for producing technical reports, ensuring follow-up actions are proposed and escalating inadequate response or progress.
* To undertake accident investigations on a timely basis and ensure that actions are effectively followed up.
* To produce reports for and attendance at School Safety and Wellbeing Committees and a range of other Ethics and Governance related committees.
* To research, draft and undertake stakeholder consultation on a range of institutional Health, Safety and Wellbeing policy and guidance.
* To support the effective operation of the institutional Safety Management System software platform.
* To deputise, as required, for the Deputy Director of Occupational Safety and Health.

## General responsibilities

These are standard to all University of Brighton job descriptions.

* To undertake other duties appropriate to the grade and character of work as may be reasonably required, including specific duties of a similar or lesser grade.
* To adhere to the University’s Equality, Diversity, and Inclusion Policy in all activities, and to actively promote equality of opportunity wherever possible.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act.
* To work in accordance with the Data Protection Act 2018 and UK GDPR

# Person Specification

The person specification focuses on the knowledge, skills and abilities, qualifications, and the experience required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed application form **(A),** at interview **(I)** and in some instances through an exercise **(E**); these are shown at the end of each criteria.

## Essential Criteria

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| --- |
| **Knowledge, skills, and abilities** |
| * Specialist knowledge of Health, Safety and Wellbeing legislation. **(A, I)** * The ability to disseminate and communicate (orally and in writing) complex Health, Safety and Wellbeing information in an accessible way, to a range of people. **(A, I)** * Ability to work effectively as a member of a team. **(I)** * An ability to build strong and effective working relationships within the organisation. **(A, I)** * Possess a commitment to continuous professional development. **(I)** * Influencing and negotiating skills to persuade managers of the need to implement/maintain safety standards. **(A, I)** * The ability to supervise and co-ordinate the work of others. **(I)** * Ability to use the Microsoft suite of packages (in particular Excel, Word, Outlook, Powerpoint) and databases. **(E)** * Ability to collect, organise, analyse and interpret complex data. **(A)** |
| **Qualifications** |
| * NEBOSH Diploma or equivalent. **(A)** * A high standard of education to degree level or equivalent experience. **(A)** * Graduate membership, and continuous maintanence of membership of the Institution of Occupational Safety and Health, at Chartered level or Graduate level (or commitment to obtain within first 6 months). **(A, I)** |
| **Experience** |
| * Substantial experience of delivering a Health and Safety advisory service, advising on complex issues and supporting change. **(A, I)** * Experience of writing policy and guidance documents. **(A, I)** * Experience of writing safety audits and inspection programmes. **(A, I)** * Experience of developing and delivering Health and Safety training, and presentations to a diverse audiance. **(A, I)** |
| **Physical demands and/or other requirements** |
| * The role will require travel to other locations where the University of Brighton conduct their business. **(I)** |

# Additional Information

* Any appointment is generally made at the bottom of the salary range for the grade dependent upon experience and previous salary.
* The University of Brighton welcomes job sharers. Job sharing is a way of working where two people share one full-time job, dividing the work, responsibilities, pay, holidays, and other benefits between them proportionate to the hours each works, thereby increasing access to a wide range of jobs on a part-time basis. The advert for the post for which you are applying will indicate whether applications from job sharers can be considered (this may not be possible for a post that is already part time for example). Refer to the ‘Balancing Working Life’ section on our website here: [Benefits and facilities](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).
* Annual leave entitlements are shown in the table below and increase after 5 years’ service. In addition, to the eight Bank Holidays, there are university discretionary days between Christmas and New Year. All leave, including bank holidays and discretionary days, is pro-rated for part time employees.

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| --- | --- | --- | --- |
| **Grades** | **Annual entitlement per grade** | **Grades** | **After 5 years’ service** |
| 1-3 | 23 days | 1-3 | 28 days |
| 4-7 | 25 days | 4-7 | 30 days |
| 8-9 | 27 days | 8-9 | 30 days |
| Band 10 and above | 30 days | Band 10 and above | 30 days |

* More information about the department/school can be found here [Professional Services Departments](https://www.brighton.ac.uk/about-us/contact-us/professional-services-departments/index.aspx) or here [Academic Departments](https://www.brighton.ac.uk/about-us/contact-us/academic-departments/index.aspx).
* Read the University’s [Strategy 2019 - 2025](https://www.brighton.ac.uk/practical-wisdom/index.aspx)
* The University has an attractive range of benefits, and you can find more information about them on our [website](https://www.brighton.ac.uk/about-us/working-with-us/jobs/benefits-and-facilities.aspx).

Date: August 2023