

Candidate Information

Position: Safety Manager (University Safety)
School/Department: Estates Safety Services
Reference: 21/108729
Closing Date: Monday 12 April 2021
Salary: £52,560 - £60,905 per annum.
Anticipated Interview Date: Friday 23 & Tuesday 27 April 2021

JOB PURPOSE:

To lead the University Safety Team in the provision of a specialist advisory, training and support service to the University, Faculties, Schools and Directorates on all aspects of health and safety. To develop the University's Health & Safety policies, monitor compliance with statutory legislation and encourage best practice in the area of Health and Safety. Advise senior management on policy, functional and service priorities for safety, set quality and professional standards for the University Safety Team and manage the overall delivery of service.

MAJOR DUTIES:

1. Take a lead role in the implementation of long-term strategic development of Safety across all areas of the University ensuring that strengths, weaknesses, opportunities and threats in both policy requirements, Faculty/School/Directorate compliance and external regulations are identified and addressed.
2. Lead and manage a team of safety professionals and clerical staff in the delivery of the University Safety Service ensuring the objectives for the service in terms of effectiveness and service level are met consistently.
3. Lead out on the preparation, approval, publication and revision of University Health and Safety Policies, Development Plans, Procedures, Rules, Codes of Practice and Guidance Notes and other written health and safety material. Keep up-to-date with legislative changes and advise on new and forthcoming changes which may have an impact on the University including implications for procedures/policies, including financial costs.
4. Develop and lead out on the provision of a general and specialist Health & Safety training programme to the University including the collaboration with other University Departments. Identify opportunities for improvement in existing training programmes or the need for new programmes required to meet end-user requirements and the objectives of the University.
5. Provide Health & Safety advice to management at all levels including the preparation of reports and the provision of advice to relevant University management committees, employee consultative committees and specialist sub-committees.
6. Ensure that the University has and maintains appropriate committees for the management of Health & Safety including consultation with employees. Ensure arrangements are in place for the advance planning and servicing of Health & Safety committees.
7. Maintain the University's incident management and injury reporting and investigation system including the preparation of reports to ensure compliance with statutory, insurance and governance requirements. Review and develop ongoing improvements to the operation of the system ensuring that a continuous improvement programme is in place.
8. Continue to develop and maintain the University's system of audit to ensure compliance with Health & Safety legislation and University policies and programmes. Seek out opportunities for improvement in the process and operate a process of continuing improvement.
9. Ensure that the University has adequate arrangements, including suitably qualified staff to effectively control the risks which exist within the University including the risks associated with the specialist hazards of chemical, biological and physical agents and radiation. Liaise with relevant external bodies to ensure compliance with existing licensing arrangements.
10. Develop and improve the overall collaboration with the University's Occupational Health Service, contributing to policy and procedure formulation in respect to safety, health surveillance and other matters as necessary.

11. Maintain comprehensive systems for the safe disposal of hazardous material and ensure that the University fulfils its legal Duty of Care. Ensure that the University Safety Team can provide ongoing Health & Safety support services including guidance on the use of protective clothing and equipment, operate and manage face-fit testing for respiratory protection service. Provide specialist advice on the monitoring of hazards using specialist test equipment as required to control risk.
12. Ensure that the University has suitable and effective information technology systems to support the management of safety in keeping with the overall aims of strategic plans.
13. Identify and develop collaborative working relationships with external regulatory bodies, insurers and other universities and organisations to maintain effective working relationships.
14. Other duties as required and which are commensurate with the grade and role.

Planning and Organising:

1. Shape the strategic direction of the University Safety Service. Plan, lead and organise the activities of the Safety Team considering longer term implications for the service in order to meet the University's objectives.
2. Lead the implementation of Health & Safety development strategies including governance, policy, training and audit.
3. Responsible for a range of work areas including the implementation of the University's Health & Safety policy, safety monitoring systems, training and distance learning systems and the strategy for and the future delivery of Health & Safety services.
4. Enable appropriate and timely action to be taken in respect to safety issues to facilitate key results on safety performance and implications to be discussed with senior colleagues across the University and at University committees.

Resource Management Responsibilities:

1. Oversee and manage the financial plan for the University Safety Service to ensure that the budget for the effective delivery of services remains broadly balanced.
2. Advise and plan for future resources required to deliver an effective safety service across the University and identify areas where additional resources may be required for Health & Safety improvements and development.
3. Contribute to the planning and review of safety advisory and training services to ensure efficiency and effectiveness are maintained including identification of savings and value for money.
4. Ensure the development and improvement of the University Safety team (including self), direct, lead and manage Safety Officers, specialist Occupational Hygiene & Radiation Protection and Biological Safety practitioners to ensure the provision of suitable and sufficient Health & Safety advisory and support services.

Internal and External Relationships:

1. Advise University Management Committees on Health & Safety governance. Advise management at all levels on Health and Safety matters to ensure compliance with University policy and legislative requirements.
2. Develop and maintain suitable relationships with the recognised Trade Union Safety Representatives on Health & Safety matters to ensure that the University maintains its statutory obligation for consultation.
3. Liaise with the Health & Safety Executive for Northern Ireland and the Department of Environment and Rural Affairs Industrial Pollution and Radiochemical Inspectorate to ensure that a collaborative, open and effective relationship is maintained with these statutory and regulatory bodies.
4. Network with fellow managers/professionals in the wider University Sector and represent Queen's University at the Universities Safety & Health Association meetings where necessary.
5. Collaborate with other universities on Health & Safety matters including the recording and development of benchmarking metrics where necessary.

ESSENTIAL CRITERIA:

1. * An honours degree or equivalent.
2. * Chartered Membership of the Institute of Occupational Safety and Health.
3. * Five years recent relevant experience in a senior safety management role to include:
 - i. Management of health and safety in a complex and large organisation i.e. with a workforce >250 employees.
 - ii. Managing and developing a significant team or teams containing experienced professionals.
 - iii. Contributing to a significant complex H&S project, or activity with a significant strategic influence across a large organisation and significant impact upon organisational resources.
 - iv. Drafting H&S policies, regulations and procedures for senior management.
 - v. Working with and through committees and other groups and presenting reports to management.
 Or; If you do not meet the criteria at 1 listed above, the University will also accept the following which has been deemed equivalent.

4. * Substantial vocational and relevant experience in a senior safety management role demonstrating management ability in an appropriate professional or specialist capacity to include;
 - i. Management of health and safety in a complex and large organisation i.e. with a workforce >250 employees
 - ii. Managing and developing a significant team or teams containing experienced professionals.
 - iii. Contributing to a significant complex H&S project, or activity with a significant strategic influence across a large organisation and significant impact upon organisational resources.
 - iv. Drafting H&S policies, regulations and procedures for senior management.
 - v. Working with and through committees and other groups and presenting reports to management.
5. Highly developed knowledge of principles, theory and practice of safety in the workplace, as well as an awareness of broader developments relevant to own area.
6. Well-developed understanding of regulations and procedures and the implications of non-compliance on safety matters on other staff.
7. High standard of literacy and report writing.
8. Computer literate with high level of competence in the use of word processing, spreadsheet and /or database packages.
9. Demonstrable knowledge of using health and safety software applications.
10. Proven excellent communication and presentation skills both orally and in writing with the ability to relate to others at all levels both internally and externally.
11. Ability to influence others at all levels and achieve buy-in and co-operation.
12. Evidence of highly developed negotiation and persuasion skills.
13. Ability to work effectively both within a team and on own initiative. Ability to work under pressure and to deliver to deadlines.
14. Flexible approach to working.
15. Full, valid driving licence or suitable means of private transport to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Relevant experience in Higher Education sector.
2. Proven track record of embedding change within an organisation.
3. Experience of managing and controlling budgets / resources / funding and an understanding of financial management procedures.
4. Demonstrable knowledge of current issues and initiatives relating to H&S in higher education.
5. Use of Incident Reporting Software.
6. Use of Electronic Risk Assessments.