

Candidate Information

Position: Assistant Safety Officer
School/Department: Estates
Reference: 22/110280
Closing Date: Monday 17 October 2022
Salary: £35,333 - £42,155 per annum.
Anticipated Interview Date: Monday 31 October & Tuesday 1 November 2022

JOB PURPOSE:

The function of the University Safety Service is to ensure that the University receives professional advice, technical assistance and practical support on all matters pertaining to health and safety at work.

The Assistant Safety Officer will provide the University with a comprehensive range of professional health and safety management services related to a wide range of campus activities.

MAJOR DUTIES:

1. Support the University Safety Manager and Safety Officers with the planning, developing and implementation of health and safety policies and guidance with significant or University wide impact.
2. Provide specialist advice and guidance to maintain / improve the standard of health and safety management as well as practical health and safety measures across the University campus.
3. Increase health and safety awareness among staff / students together with maintaining and contributing to the quality of service delivery as well as improving reporting on compliance with policies and procedures.
4. Develop and deliver safety training programmes to staff and students (where relevant), to meet identified user needs and to achieve regulatory compliance.
5. Co-ordinate and ensure the effective provision and delivery of relevant activities such as:
 - * On-site face-fit testing.
 - * Advice on personal protective equipment.
 - * Chemical / clinical waste collections as required.
6. Support and assist the Safety Officers in providing occupational hygiene services such as noise and vibration assessments, ergonomic assessments and workplace exposure monitoring.
7. Participate in safety inspections / audits and assist with preparing regular reports to Heads of Schools, Directors and Core University Health and Safety Committees as necessary.
8. Assist with the development and application of audit and inspection systems to monitor activities to ensure compliance with legislation and best practice.
9. Assist in the completion of incident investigations, when required, together with updating and maintaining records on the incident recording system to support the reporting, analysis, and interpretation of the data in order to satisfy both regulatory compliance and internal or external customer needs and expectations.
10. Other administrative duties including:
 - * Developing content for the University Safety Service website.
 - * Servicing core health and safety committees / working groups as required.
 - * Managing the annual calibration of Safety Service equipment and controlling the stock of personal protective equipment, spares, and general safety consumables.
11. Establish and maintain relationships with key internal and external stakeholders, e.g. Occupational Health, People and Culture , Faculty/Schools, Enforcement Agencies and other sector bodies.
12. Assist in the development, implementation and oversight of the University Safety Service provisions such as service procurement, contractor management, cost reduction, budgeting and charging arrangements.

13. Performance of such other tasks which fall within the general ambit of the post as may be required and determined by the Safety Manager.

ESSENTIAL CRITERIA:

1. * A primary degree or equivalent in Science* or Engineering.
2. * A recognised general health and safety qualification of at least NEBOSH diploma level or equivalent.
3. * Grad IOSH Membership of the Institute of Occupational Safety and Health leading to Chartered Membership.
4. * Minimum of three years' relevant experience in a safety role where relevant health and safety practice was the main role undertaken.
5. * Experience in assisting with development and delivery of health and safety training.
6. Well-developed understanding of health and safety requirements.
7. Computer literacy with a wide range of computer based systems, including Microsoft Office programmes.
8. Ability to develop, maintain and keep up-to-date records.
9. Ability to handle, co-ordinate and analyse a wide range of monitoring data and use this to produce clear and logical reports.
10. Good analytical skills.
11. Good oral and written communication skills including the ability to write clear reports and present options and recommendations.
12. Good interpersonal skills.
13. Ability to present health and safety issues to management and assist in the effective resolution of problems.
14. Flexible approach to work.
15. Full, valid driving licence or suitable means of private transport to meet the mobility requirements of the job.

DESIRABLE CRITERIA:

1. Relevant qualification and recent experience and practice in Occupational Hygiene (state your areas of competence).
2. Experience of working with and through committees and other groups.
3. Experience as a health and safety advisor or co-ordinator in a large organisation (>250 employees).
4. Demonstrable knowledge of current issues and initiatives relating to H&S in higher education.