



## Candidate Information

<b>Position:</b>	Health and Safety Officer
<b>School/Department:</b>	Biological Sciences
<b>Reference:</b>	24/111906
<b>Closing Date:</b>	Monday 10 June 2024
<b>Salary:</b>	£37,841-£45,148 per annum
<b>Anticipated Interview Date:</b>	Tuesday 18 June 2024
<b>Duration:</b>	Permanent

### JOB PURPOSE:

Reporting to the School Manager, the Health and Safety Officer provides professional advice, technical assistance and practical support on all matters pertaining to health and safety across the School and Institute multi-site locations. The Health and Safety Officer plays a key role in the development and delivery of Health and Safety across the School/Institute, ensuring compliance with legislation and best practice. In particular, the post holder will provide a comprehensive range of professional health and safety advice and management and assist the School Manager in the development and maintenance of effective processes.

### MAJOR DUTIES:

1. Support the Head of School, Director, and School Manager with the planning, development and implementation of health and safety within the School/Institute.
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 School/IGFS multi-site locations.
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 health and safety training programmes to staff, students and visitors, to meet user needs and to achieve regulatory compliance.
5. Lead on the development and management of health and safety documentation and records, ensuring consistency across the School/Institute introducing best practice and innovation as appropriate.
6. Report to the School/Institute Health and Safety Committee and participate in various School committees as required. Provide and present relevant papers and reports; brief senior management and the wider School/Institute on key health and safety issues.
7. Lead on safety audits and manage inspections, assist with preparing regular reporting to as necessary.
8. Lead in the completion of incident investigations 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 expectations.
9. Oversee the compliance and processing of risk assessments for the School/Institute. This includes reviewing risk assessment documentation, monitoring and ensuring compliance checking and approval at appropriate levels.
10. Oversee the compliance and processing of the Out of Hours process. This includes monitoring documentation through Power Automate and ensuring compliance checking and approval at appropriate levels.
11. Support with managing Health and Safety compliance for student placements. This includes reviewing documentation from placement hosts, risk assessments, and developing contingencies.
12. Support with the development and application of health and safety systems to ensure compliance with legislation and best practice.
13. Develop and manage the School Health and Safety Sharepoint site and School website.
14. Support the School Manager in developing and maintaining practices and procedures to ensure high quality delivery of objectives and enhance relevant governance and quality assurance standards in keeping with University and other relevant policies.

15. Provide direct line management to junior staff, ensuring staff are supported and developed to maximum potential. This includes recruitment, allocation of duties, maintenance of professional standards, monitoring progress, managing performance, leading the PDR process, and proactively managing any staffing issues.
16. Keeping up to date with new Health and Safety legislation, Codes of Practice, Guidance Notes, and safety literature and advising on the measures necessary to ensure compliance with statutory provisions
17. Lead and support as required in the management and implementation of developments or special projects arising from the School and Institute.
18. License Holder for Drug Precursor Chemical License.
19. Provide health and safety advice and monitor compliance from third parties to include spin out companies.
20. Undertake any other duties as may be reasonably required and determined by the School Manager within the general ambit of the post.

**ESSENTIAL CRITERIA:**

1. \*A Primary Degree or equivalent in a science subject.
2. \*Hold or be undertaking a recognised health and safety qualification of at least NEBOSH certificate level or equivalent.
3. \*Minimum of 3 years relevant experience to include relevant experience in a health and safety role in a laboratory-based environment where health and safety compliance was the main role undertaken.
4. \*Experience of developing and delivering Health and Safety Training to staff and students.
5. \*Experience of taking the lead role in Health and Safety Audits.
6. \*Experience of managing compliance to include risk assessments and mandatory reporting.
7. \*Experience of providing advice to stakeholders on health and safety issues applicable to statutory legislation.
8. \*Experience of preparing and presenting reports to committees.
9. Excellent IT skills with a good working knowledge of MS Office packages.
10. Highly developed oral and written communication skills.
11. Strong presentational skills.
12. Proven analytical and organisational capability across a range of managerial functions.
13. Ability to manage, facilitate and implement change.
14. Strong influencing, negotiating and facilitating skills.
15. Ability to analyse complex problems and provide sound advice and guidance.
16. Strong interpersonal skills, with the ability to lead others.
17. Ability to produce accurate work, under pressure and within agreed deadlines.
18. Evidence of ability to exercise initiative and work independently.
19. Strong commitment to the post.
20. Flexibility and willingness to work irregular hours

**DESIRABLE CRITERIA:**

1. Postgraduate or professional qualification in a relevant discipline.
2. Experience working in the University sector.
3. Experience of managing licensing compliance in a relevant area.