



Candidate Information

Position: Safety Officer
School/Department: Estates Safety Services
Reference: 24/112341
Closing Date: Monday 20 January 2025
Salary: £49,054 - £60,284 per annum.
Anticipated Interview Date: Monday 3 February 2025

JOB PURPOSE:

To provide a range of specialist professional health and safety support services to Faculties, Schools and Directorates to facilitate regulatory compliance and to support the overall objectives of the University Safety Service.

MAJOR DUTIES:

1. Provide independent specialist professional advice and guidance to Faculties, Schools and Directorates within the University on a wide range of health and safety issues. Plan, develop and implement health and safety policies and guidance with significant or University wide impact.
2. Develop and deliver safety training programmes to staff at all levels to meet identified customer need and to achieve regulatory compliance.
3. Undertake noise and vibration assessments, ergonomic assessments, workplace exposure monitoring, face-fit testing and provide advice on personal protective equipment. Liaise with Faculties, Schools and Directorates on occupational health and safety matters.
4. Contribute to the development and application of audit and inspection systems to monitor activities to ensure compliance with legislation and best practice, to effect improvements in safety management and to provide information on compliance.
5. Maintain a system of accident investigation, 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. Carry out incident investigations and complete incident reports as necessary.
6. Contribute to the development and implementation of a customer-focused service strategy through the application of specialist knowledge for the delivery of quality health and safety services.
7. Responsible for keeping abreast of legislative changes in specialist fields of health and safety and maintaining continuous professional development.
8. Establish and maintain relationships with appropriate external enforcement agencies and other sector bodies. Participation in consultations on developing regulations, standards and codes of practice issued by external enforcement agencies, advisory and standard bodies or other government agencies or sector representative groups.
9. Development, implementation and oversight of the University Safety Service provisions such as service procurement, contractor management, cost reduction, budgeting and charging arrangements.
10. Contribute to the work of the internal Health and Safety Committees and working groups including servicing committees, the provision and presentation of papers and reports, and attendance at meetings.
11. Advise, where appropriate, on the design and specification for new and / or the refurbishment of facilities and laboratories, particularly with regard to compliance with health, safety, quality, environmental and security standards.
12. Liaise on emergency planning and business continuity issues and provide advice and assistance in the event of a major emergency or serious incident.
13. Other duties as required, and which are commensurate with the grade and role.

ESSENTIAL CRITERIA:

1. * A primary degree or equivalent in Science or Engineering. If you do not meet this criteria, the University will also accept the below which has been deemed equivalent.

2. (i). * Substantial (five years or more) vocational and relevant experience in a safety officer role demonstrating management ability in an appropriate professional or specialist capacity to include:
 - (ii). Experience as a health and safety advisor or coordinator in a large organization i.e. with a workforce >250 employees.
 - (iii). Offering advice on potential solutions to health and safety issues arising in a multi-disciplinary organization.
 - (iv). Establishing Health and Safety related policies and procedures for senior management.
 - (v). Working with and through committees and other groups and presenting reports to management.
 - (vi). Demonstrable evidence of working as part of a team in the delivery of Health and Safety.
3. * A recognized general health and safety qualification of at least NEBOSH diploma level or equivalent.
4. * Qualified to apply for at least Graduate membership of the Institute of Occupational Safety and Health (GradIOSH).
5. * Relevant experience as a Safety Officer where health and safety practice was the main role undertaken.
6. * Experience in the delivery of health and safety training.
7. Ability to work effectively as part of a team.
8. Good IT skills including Microsoft Office/Teams/365 etc.
9. Good communication and interpersonal skills.
10. Self-motivated and enthusiastic with the ability to present complex health and safety issues to management and assist in the effective resolution of problems.

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 coordinator in a large organization.

ADDITIONAL INFORMATION:

* Will be used at shortlisting stage.

** May be used at shortlisting stage.

Informal enquiries can be directed to: Julie McConkey -
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