

Candidate Information

Position: Assistant Safety Officer - University Wide
School/Department: Estates
Reference: 25/112789
Closing Date: Monday 29 September 2025
Salary: £41,519 to £49,536 per annum
Anticipated Interview Date: Friday 10 October 2025

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. Provide assistance to the Safety Officers in developing and delivering 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
 - * 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. Undertake any additional duties related to the post as may reasonably be assigned by the Safety Manager, provided these are within the general scope and responsibilities of the role.

ESSENTIAL CRITERIA:

1. *A primary degree or equivalent in Science* or Engineering*. Or substantial recent, relevant experience working in a similar role.
2. *A recognised health and safety qualification of at least NEBOSH diploma level or equivalent.
3. *Qualified to apply for at least Certified Membership of the Institute of Occupational Safety and Health (CertIOSH).
4. Substantial recent, relevant experience in a safety role where relevant health and safety practice was a significant part of the role undertaken.
5. Well-developed understanding of health and safety requirements.
6. Computer literacy with a wide range of computer-based systems, including Microsoft Office programmes.
7. Ability to develop, maintain and keep up-to-date records.
8. Ability to handle, co-ordinate and analyse a wide range of monitoring data and use this to produce clear and logical reports.
9. Good analytical skills.
10. Good oral and written communication skills including the ability to write clear reports and present options and recommendations.
11. Good interpersonal skills.
12. Ability to present health and safety issues to management and assist in the effective resolution of problems.
13. Flexible approach to work.
14. Full, valid driving licence or suitable means of private transport to meet the mobility requirements of the job.

DESIRABLE CRITERIA:

1. Relevant training in the Transport of Dangerous Goods such as DGSA or IATA training.
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.

ADDITIONAL INFORMATION:

Informal Enquiries to Andrew McGookin - andrew.mcgookin@qub.ac.uk