

Lead Health and Safety Advisor - Estates Services - Grade I

Job Description

Purpose

Duties

To be the University competent person for radiation and laser safety; to provide comprehensive professional Health and Safety advice, training, instruction and information, particularly related to chemical and biological safety and to assist managers across the University in maintaining high quality Health and Safety standards in support of the University business and statutory requirements.

Person Specification

1. Research, analyse and interpret new and existing legal standards/case law/best practice in relation to radiation, laser, chemical and provide general/specialist/technical safety advice in relation to specific issues and projects.
2. Advise on, develop and deliver University Health and Safety training and awareness raising events to staff and where relevant students in the field of radiation, laser, chemical and safety.
3. Manage and mentor SHE professionals within the Health and Safety Department.
4. Inspect, audit, monitor and report on corporate faculty/school/service chemical and radiological safety and other Health and Safety arrangements in line with legal/best practice/University Policy standards.
5. Support university/college/school/service Health and Safety Committee meetings and initiate consultation, advise and formulate, where relevant, chemical, biological, laser and radiation and other Health and Safety local strategies/policies/procedures/guidance.
6. Design, develop, consult and implement chemical and other Health and Safety related University strategies/policies/procedures to ensure compliance with legal requirements, case law and best practice.
7. Support and mentor chemical, radiation, biological, laser and other Health and Safety contacts within relevant faculty's/schools/services to ensure a consistent approach to safety and Health and Safety compliance.
8. Liaise and assist the Occupational Health Provider with issues including health surveillance, health assessments and referrals.
9. Respond to, advise on, investigate and analyse accidents, incidents, near-misses, and dangerous occurrences, preparing reports with recommendations.
10. Liaise and negotiate with external regulatory authorities/insurers/agents, environment agency; HSE re: inspections, enforcement action, risk assessments, claims and investigations.

11. Manage a range of contracts and prepare contract documentation, to ensure statutory compliance, quality of service and value for money.
12. Design, develop, implement and manage on a day-to-day basis the University's radiation risk management system in compliance with statutory requirements, undertaking audit and inspection to monitor standards of compliance.
13. Act as the University's competent person for radiation (Radiation Protection Officer) and laser safety advice and undertake risk assessments for the University's property portfolio, activities and business operations in order to manage risks in relation to statutory compliance and best practice within the sector.

Knowledge, Skills, and Behaviours (Essential)

- Health and Safety and chemical / radiation safety experience preferably within a large and complex organisation. (Application/Interview)
- Up-to-date knowledge of current Health and Safety legislation including aspects of best practice. (Application/Interview)
- Health and Safety experience within a chemical or biological role. (Application/Interview)
- Experience of advising managers on the interpretation of statutory requirements, case law, best practice and policy. (Application/Interview)
- Relevant degree or equivalent level qualification (health and safety / chemistry). (Application)
- NEBOSH Diploma level professional Health & Safety qualification (or equivalent). (Application)
- Chartered Membership of the Institute of Occupational Safety & Health (IOSH) (Application)
- Excellent communication, negotiation and influencing skills. (Application/Interview)
- Experience in preparation and presentation of technical and statistical reports. (Application/Interview)
- Ability and willingness to work in a team and to line manage/mentor staff. (Application/Interview)
- Excellent IT skills and proficient in the use of Microsoft Office. (Application/Interview)
- An understanding of and demonstrable commitment to the University's Values of Achieving Together, Being Proud, Creating Opportunity and Supporting All, as a framework for decisions, actions and behaviours (Application/Interview)

Knowledge, Skills, and Behaviours (Desirable)

- Experience in biological and laser safety. (Application/Interview)
- Experience of undertaking risk assessments of high-risk/complex activities and production of associated action plans. (Application/Interview)
- Radiation Protection Training (Application)
- Auditing qualification. (Application)