

Health and Safety Coordinator - Estates and Campus Services - Grade H

Job Description

Purpose

To provide comprehensive and professional Health and Safety (H&S) advice, training, instruction and information across the University to ensure high quality Health and Safety standards are achieved.

Duties

1. Research, analyse and interpret new and existing regulations and best practice in relation to Health & Safety and provide general/specialist/technical Health & Safety advice at all levels.
2. Advise on, develop and deliver a range of University Health & Safety training and awareness raising events to staff and where relevant students.
3. Inspect, audit, monitor and report on corporate school/service safety and other Health & Safety arrangements in line with legal/best practice/University Policy standards.
4. Develop and deliver Health & Safety training across the University.
5. Support University and Schools and Services Health & Safety Committee meetings and initiate consultation, advise and formulate, where relevant, local strategies, policies, procedures and guidance.
6. Support and mentor Health & Safety contacts and colleagues within relevant schools/services to ensure a consistent approach to safety and Health & Safety compliance.
7. Respond to, advise on, investigate and analyse accidents, incidents, near-misses and dangerous occurrences, preparing reports with recommendations.
8. Develop, consult and implement general safety and other Health & Safety related University strategies/policies/procedures to ensure compliance with legal requirements, case law and best practice.
9. To work closely across the rest of the Health & Safety Department team to encourage a team based, cohesive and proactive Health & Safety service provision.
10. Any other duties and responsibilities appropriate to and commensurate with the level of responsibility as determined by the line manager.

Person Specification

Knowledge, Skills, and Behaviours (Essential)

- Health and Safety experience preferably within a large and complex organisation. (Application/Interview).
- Up to date knowledge of current Safety, health, & environment legislation. (Application/Interview).

- Experience of advising Managers on interpretation of statutory requirements, case law, best practice and policy including fire. (Application/Interview).
- Relevant degree or equivalent level qualification (Application)
- NEBOSH Diploma level professional Health & Safety qualification (or equivalent) (Application)
- Member of the Institute of Occupational Safety & Health (IOSH). (Application)
- Excellent communication, negotiation and influencing skills. (Application/Interview)
- Ability and willingness to work in a team with the ability to self-motivate and manage own and others workloads in a high pressure environment. (Application/Interview)
- Excellent IT skills and proficient in the use of Microsoft office, with the ability to prepare and present technical and statistical reports. (Application/Interview)
- Experience of undertaking health and safety audits across a range of areas and subjects (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)

- Health & Safety experience within a Science related subject area. (Application/Interview)
- Auditing qualification (Application)
- Experience in delivering Health & Safety Training. (Application/Interview).