

## Lead Health and Safety Advisor - Estates and Campus Services - Grade I

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### Job Description

#### **Purpose**

To provide comprehensive professional Health and Safety advice, training, instruction and information, particularly related to estates, construction and fire 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.

#### **Duties**

1. Research, analyse and interpret new and existing legal standards/case law/best practice in relation to fire safety and Health and Safety and provide general/specialist/technical safety advice in relation to specific issues and projects.
2. Advise on, develop and deliver University fire risk management and other Health and Safety training and awareness raising events to staff and where relevant students.
3. Manage and mentor a small team of Health and Safety professionals.
4. Inspect, audit, monitor and report on corporate school/service 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, fire safety, estates, construction and other Health and Safety local strategies / policies / procedures / guidance.
6. Design, develop, consult and implement fire safety, estates 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 fire safety and other Health and Safety contacts within relevant schools/services to ensure a consistent approach to fire safety and Health and Safety compliance.
8. Liaise and assist the Occupational Health Provider with issues including health surveillance, health assessments and referrals as necessary.
9. Respond to, advise on, investigate and analyse accidents, incidents, near-misses, dangerous occurrences and fire activations, preparing reports with recommendations.
10. Liaise and negotiate with external regulatory authorities/insurers/agents, fire services re: inspections, enforcement action, risk assessments, claims and investigations.
11. Manage a range of contracts and prepare contract documentation e.g., fire risk safety contracts, 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 relevant risk management systems in compliance with statutory requirements, undertaking audit and inspection to monitor standards of compliance.

13. Provide fire safety advice and undertake fire risk assessments for the University's property portfolio, activities and business operations in order to manage fire risks in relation to statutory compliance and best practice within the sector.
14. Act as the University lead and key source of advice on construction, design, estates and facilities management projects/functions and the development of safe working procedures and protocols in relation to contractor management.
15. Any other duties commensurate with the role as required by the Director of Service

## Person Specification

### **Knowledge, Skills, and Behaviours (Essential)**

- Health, Safety and fire safety experience preferably within a large and complex organisation. (Application/Interview).
- Up-to-date knowledge of current health, safety and fire safety legislation including aspects of best practice. (Application/Interview).
- Health and Safety experience within a construction or maintenance role. (Application/Interview).
- Experience of advising managers on the interpretation of statutory requirements, case law, best practice and policy. (Application/Interview).
- Developing and maintaining risk management systems. (Application/Interview).
- Relevant degree or equivalent level qualification (i.e., construction/building surveying). (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).
- 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 with the ability to prepare and present technical and statistical reports. (Application/Interview).
- Ability to self-motivate and manage your own and other's workloads in a high-pressure environment. (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 Estates Management (Application/Interview)

- Experience of undertaking fire risk assessments of high- risk/complex buildings and production of associated action plans. (Application/Interview).
- Environmental Management qualification. (Application)
- Auditing qualification (Application)
- Professional Teaching/Trainer qualification. (Application)