

## **Health and Safety Advisor – Estates and Campus Services – Grade G**

---

### **Purpose**

To support the Lead Health and Safety Advisors and the wider Health and Safety team in providing comprehensive health and safety advice, training, instruction and information across the University.

### **Duties**

1. Provide expert advice in the field of Health and Safety across the University.
2. Carry out risk assessments and audits across the University.
3. Build effective working relationships with University managers to ensure they manage their respective health, safety and environmental responsibilities.
4. To review and develop health and safety procedures to support the University's health and safety management system.
5. Attend health & safety committees or other meetings where health & safety is discussed.
6. Assist the Lead Health and Safety Advisors in fulfilling the requirement of Health and Safety legislation.
7. Remain informed on new and existing legal standards, case law and best practice in relation to health and safety and provide general, specialist and technical advice at all levels in relation to specific issues and projects.
8. Inspect, audit, monitor and report on School and Service health and safety standards in line with legal and best practice as well as University Policies.
9. Develop and deliver University health and safety training and awareness raising events to staff, and where relevant, students.
10. Respond to, advise on, investigate and analyse accidents, incidents, near-misses and dangerous occurrences, preparing reports with recommendations.
11. 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)**

- Experience of having responsibility for health and safety compliance (Application/Interview)
- Undergraduate degree in a relevant subject or equivalent experiential learning (Application)
- Level 3 Occupational Health and Safety qualification e.g. NEBOSH certificate (Application).
- Working knowledge of health and safety legislation with the ability to apply this in practice (Application/Interview).
- Ability to work well within a team as well as being able to work independently (Application/Interview).
- Excellent organisational skills with the ability to prioritise tasks (Application/Interview).
- Ability to communicate effectively, both written and verbal, with good interpersonal skills (Application/Interview).
- Ability to write reports (Application/Interview).
- Computer literate with IT skills in Microsoft Office software (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 of drafting health, safety and environment procedures and assisting with implementation (Application/Interview).
- Experience of preparing and delivering training (Application/Interview).
- Registered member of a relevant professional body (e.g. IOSH, IIRSM) (Application).
- Ability to work in highly technical areas (e.g. teaching laboratories) (Application/Interview).