|  |  |
| --- | --- |
| Last updated: | 20th November 2015 |

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| Post title: | **Director of Health and Safety** |
| Academic Unit/Service: | Safety & Occupational Health |
| Faculty: | Chief Operating Officer |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 7 |
| \*ERE category: | n/a |
| Posts responsible to: | Chief Operating Officer |
| Posts responsible for: | * Direct line management of Deputy Director.
* Indirect line management of Safety & Occupational Health specialist teams including: General Health and Safety; Fire Safety; Radiation Protection; Biological Safety: Chemical and Laser Safety; HSE Training; Support staff.
* Management oversight of specialist Occupational Health Professional leadership for Faculty and Professional Service safety officers/Managers.
 |
| Post base: | Primarily office-based with some off-site visits |

|  |
| --- |
| Job purpose |
| * Provide the University with authoritative, effective leadership in the development and implementation of a strategic approach with regards to Safety & Occupational Health across a complex, devolved structure with diverse areas of potentially significant risk.
* Ensure Occupational Health and Safety is integrated into the strategic vision and aims of the University and its values.
* Provide robust and expert counsel to the Vice-Chancellor and other senior managers as the principal HASAW duty-holder.
* Be the competent person as set out under Regulation 7 of the Management of Health & Safety at Work Regulations 1999 and other related Regulations.
* To be the primary representative of the University in respect of safety & health.
* Develop and implement Health and Safety policies, processes and procedures to ensure good practise in line with legal requirements and guidance.
* Work in partnership with senior colleagues from Human Resources, Estates & Facilities, Student Services to develop programmes which support the health, wellbeing and working environment of students and staff.
* Ensure the development of systems for risk management, audit and assurance, legal compliance, business continuity, wellbeing, training, staff and student consultation and engagement.
 |

| Key accountabilities/primary responsibilities |
| --- |
|  | Advisory Role* Provide strategic professional advice and guidance to the Vice Chancellor and senior management colleagues to support the delivery of the University’s health, safety, occupational health and wellbeing objectives.
* Ensure the provision of advice, guidance and support to members of staff, students, contractors and visitors in relation to health and safety.
* Participate in corporate strategic and operational committees, to support and enhance decision making processes.
 |
|  | Compliance Role* Provide effective oversight of the University’s arrangements for compliance with all statutory health and safety regulations.
* Ensure the capture, provision and presentation of statistical data, and other information relating to health and safety, to enable informed decision making and encourage transparency and accountability.
* Be the key point of contact and liaison for regulatory bodies ensuring that any visits, inspections or investigations are facilitated in a manner that reduces adverse impact and results.
 |
|  | Development Role* Provide strategic vision, decision making and leadership enabling the University to adapt quickly to changing legislation and good practice.
* Represent and promote good practice at the University in respect of health and safety.
* Lead the development and implementation of university-wide risk-management plans and policies that seek to protect staff, students and visitors; prevent loss and preserves continuity and reputation of the University.
* Lead the development and implementation of a comprehensive programme of health and safety training that fulfils legal requirements and meets the needs of the University.
* Ensure the early provision of suitable health and safety advice in areas of high-risk activity, including developmental phases of research, and capital and refurbishment projects.
 |
|  | Collaborative Role* Provide professional leadership, guidance and mentoring support to Faculty / Departmental Health & Safety Officers.
* Represent the University through external professional bodies and networks relating to health and safety.
* Provide strategic oversight of any additional specialist service relating to health and safety, including, but not limited to, the medical Occupational Health, asbestos and Radiation Protection Advisory service.
* To actively engage with senior management and peers in shaping and implementing the strategic vision and aims of the University in all areas.
* Foster proactive partnership working with other University departments / Faculties to enable the achievement of a positive Health and Safety culture.
* Ensure appropriate consultation and liaison with Trade Union and other safety representatives in compliance with the Safety Representatives and Safety Committees Regulations 1977.
* Provide effective leadership and mentoring support to those involved in the promotion of Health and Safety initiatives.
 |
|  | Performance Management Role* Lead the development and implementation of a comprehensive framework of agreed health, safety and performance indicators to promote and demonstrate continual improvement.
* Influence stakeholders to achieve timely and accurate inputs, thereby achieving effective reporting to senior management and Council.
* Develop and implement a comprehensive internal health and safety audit programme, overseeing the completion of audit actions.
 |
|  | Any other duties as allocated by the line manager following consultation with the post holder. |

| Internal and external relationships |
| --- |
| The Vice-Chancellor is the primary duty-holder under the Health & Safety at Work Act 1974, and relies on this post as the primary source of competent assistance under regulation 7 of the Management of Health & Safety at Work Regulations 1999. The Chief Operating Officer is the senior manager with primary delegated responsibility for Health & Safety, and so similarly relies on this post for critical facilitative support. This post:* line manages the Health, Safety & Occupational Health team;
* is responsible for occupational health provision;
* is key to developing partnerships in order to improve positive wellbeing of staff and students;
* is key to developing partnerships in order to ensure a sustainable and healthy environment
* leads consultation and engagement with Trade Union Safety Representatives and is a member of the University Consultative Committee on Safety & Occupational Health and the University Safety & Occupational Health Committee, and works closely with the chairs of both committees;
* acts as an informal network hub for staff with Health & Safety responsibilities across the institution;
* is responsible for liaising with regulatory authorities in respect all aspects of health and safety on behalf of the University (including chemical warfare returns, explosives licensing, counter-terrorism security measures, HSE/EA compliance visits, police/fire investigations, business continuity planning, wellbeing promotion, and others)
* acts as a primary point of liaison between the University and enforcing authorities including (but not limited to) HSE, EA, CTSA, ONR, DEFRA, EHO, Fire & Rescue Service, etc.;
* acts as a primary point of liaison with professional bodies and the Higher Education sector on Health, Safety matters via the Universities Safety & Health Association, HESA, UCEA, and others.
* actively liaises with the University Council via its Health & Safety Audit & Assurance Committee;
 |

| Special Requirements |
| --- |
|  |

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a postgraduate degree.NEBOSH Diploma in Health & Safety Management or equivalent.Chartered Membership of the Institution of Occupational Safety & Health (IOSH).Lead Auditor qualification.Proven track record at senior level as a Director Health & Safety or similar within a large complex multi-departmental organisation.Proven track record of successful strategic professional leadership of Health & Safety including evidence of culture change.Experience in managing an Occupational Health service.Experience of working in partnership to drive forward innovative change in health and wellbeing.Experience of Health & Safety management in a high hazard research, science, technology and/or engineering context.Broad working knowledge of UK Health & Safety legislation.Budget management and experienceExperience of strategic oversight for key health and safety risks associated with the activities of construction, water storage and the hazards of asbestos, fire etc. | Postgraduate management or science based qualification.Level 3 Award in Education & Training / PTLLS or similar.Membership of a technical health and safety association e.g. ISTR.Experience in a similar senior role within higher education.Experience of leading the delivery of a health and wellbeing programme within a large diverse organisation.BOHS 405 Asbestos Management | ApplicationApplication, interview & presentation |
| Planning and organising | Proven track record of successful action plan development, implementation and monitoring.Proven track record of successful development, implementation and monitoring of a Health & Safety policies, processes and procedures.Proven track record of successful development and implementation of strategic vision and objectives in Health & SafetyProven track record of successful development and establishment of assurance mechanisms to include a wide range of leading and lagging safety performance indicators. |  | Application, interview & presentation |
| Problem solving and initiative | Proven track record of successful risk management.Able to analyse complicated issues, interpret legislation, identify reasonable options and frame cogent arguments to support actionDemonstrable capacity to work effectively with others to formulate innovative and pragmatic solutions to Health & Safety problems.Wide experience in the investigation and management of serious incidents and enforcing authority interventions.Ability to identify potential Health and Safety issues. |  |  |
| Management and teamwork | Experience of leading a team of professional Health & Safety practitioners.Experience of close cooperative working with relevant partners.Experience of collaborative working with colleagues on security & counter-terrorism, environment, business continuity planning, and wellbeing promotion. | Proven experience of working with teams to proactively manage work related stress and prevent sickness absence.  | Application, interview & presentation |
| Communicating and influencing | Proven track record of successful engagement with a wide variety of stakeholders on Health & Safety, including top management and liaison with enforcing authorities.Ability to influence the behaviour and attitudes of others without having line management authority over them.Able to write clearly, accurately and persuasively with tact, discretion and sensitivity.Able to give presentations with flair, conviction and impact.Experience of working closely with Trade Union Health and Safety Representatives.Have access to established networks of relevant professional contacts.IT literate (Office software, email & internet) | Active contribution to professional and public bodies.Experience of social media.Training and/or experience in dealing with the media.Experience of having worked at senior level within the HE sector to understand the way academic institutions operate. | Application, interview & presentation |
| Other skills and behaviours | Personal resilience. Able to work under pressure and meet deadlines.Tact and diplomacy combined with assertiveness and negotiating skills.Strategic insight and breadth.Ability to demonstrate sound leadership and judgement in line with University of Southampton objectives and values. | Able to switch between strategic oversight and operational detail. | Interview |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

|  |  |
| --- | --- |
| [ ]  Yes | If this post is an office-based job with routine office hazards (e.g: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| [x]  No | If this post is not office-based or has some hazards other than routine office (e.g: more than use of VDU) please complete the analysis below.Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role this will apply to all individuals including existing members of staff.

|  |  |  |  |
| --- | --- | --- | --- |
| **ENVIRONMENTAL EXPOSURES** | **Occasionally** (<30% of time) | **Frequently**(30-60% of time) | **Constantly**(> 60% of time) |
| Outside work  | x |  |  |
| Extremes of temperature (e.g: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids | x |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | x |  |  |
| ## Exposure to hazardous substances (e.g: solvents, liquids, dust, fumes, biohazards). Specify below: | x |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation  | x |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** |
| ## Food handling  |  |  |  |
| ## Driving university vehicles(e.g: car/van/LGV/PCV)  |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | x |  |  |
| ## Vibrating tools (e.g: strimmers, hammer drill, lawnmowers)  |  |  |  |
| **PHYSICAL ABILITIES** |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods | x |  |  |
| Repetitive climbing (i.e.: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** |
| Face to face contact with public | x |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties  |  |  |  |