

Job Description and Person Specification

Last updated: August 2019 (Option B and C)

JOB DESCRIPTION

Post title:	Health and Safety Manager (Facilities)		
Academic Unit/Service:	Health, Safety & Risk Directorate		
Service:	Professional Services, COO		
Career Pathway:	Management, Specialist and Administrative (MSA)	Level:	5
*ERE category:	N/A		
Post responsible to:	Deputy Director Health, Safety & Risk		
Posts responsible for:	N/A		
Post base:	Office-based/Non Office-based (see job hazard analysis)		

Job purpose
<p>The post holder will be responsible for providing advice, guidance and implement monitoring arrangements to ensure compliance with all aspects of health and safety relating to Facility Management arrangements across the University. The post holder will support stakeholders with the management of hazards contained within the fabric of buildings and the operation of fixed installations. It includes the high and significant risk hazards of asbestos, water systems (legionella control), Local Exhaust Ventilation fixed installations, plumbing and other engineered service installations etc. This post-holder will be fundamentally key in helping to ensure that the University controls the risk from these potentially fatal hazards and in doing so reduces the risk of legal non-compliance.</p> <p>The post holder will also monitor and provide support to managers involved with facilities management across the University Estate including those associated with grounds maintenance, catering, security, waste management and small in-house maintenance activities etc. The post-holder will support managers in developing operational systems and processes and will monitor the management of Facilities Services health and safety risks to ensure legal compliance including food safety by in-house stakeholders, line managers, consultants and contractors employed by the University.</p>

Key accountabilities/primary responsibilities	
<p>1. Specialist advice and expertise</p> <ul style="list-style-type: none"> To provide competent professional Health & Safety advice in respect of specialism, providing input from the planning stage to completion. To develop specialist related guidance for the effective management of all related hazards. Develop competence standards for relevant roles relating to specialist areas including associated health surveillance and health campaigns in conjunction with all stakeholders. 	50%

<ul style="list-style-type: none"> • Maintain oversight of specialist operational work, raising concerns where necessary to the relevant project lead, line manager and/or Director Health, Safety & Risk. • Work closely with key personnel to help ensure health & safety is considered as part of all operational work and is implemented to the standards expected by the University in accordance with policy. • Support the Director of Health, Safety & Risk as the University's Competent Person as and when required providing specialist input and advice as necessary. • Working collegiately with other specialist Health & Safety colleagues (Advisors) provide a coordinated approach to health and safety advice, policy and procedure. • Develop and implement specialist related induction requirements to be adhered to by all staff, students and contractors. • Deliver effective Health & Safety training, to exacting professional standards, particularly in, but not limited to, the assigned specialist areas as above, to include identifying and managing training needs, defining effective learning outcomes, preparing high quality training materials, flexible and innovative use of a range of delivery formats and media, robust assessment of learning outcomes, and using feedback to review and maintain training efficacy. 	
<p>2. Performance and monitoring</p> <ul style="list-style-type: none"> • Acting on behalf of the University, carry out regular inspections and audits in accordance with the audit programme or as directed by the Director Health, Safety & Risk, liaising with managers at all levels to help ensure legal compliance and good health and safety practice • Monitor operational implementation of relevant policies and standards. • To work closely with line and project managers and other stakeholders as relevant to ensure health and safety hazards are being adequately managed and ensuring legal compliance. • Monitor the implementation of University responsible duty holders to ensure implementation of duties in line with legislation. • Development and implementation of specialist audits for related risk including the monitoring of resolution of corrective actions. • Undertake administration as necessary to deliver the role. • Undertake an internal programme of food safety audits across all University Catering outlets and liaise with Environmental Health as necessary. 	25%
<p>3. Management and engagement</p> <ul style="list-style-type: none"> • Attend Health, Safety & Risk Directorate meetings or other meetings as required by the Director of Health, Safety & Risk. • Ensure clear communication and liaison with key personnel to aid understanding and support implementation. • Ensure the provision of timely intervention and escalation to the Competent Person as and when necessary in respect of incidents, operations or activities which may have an adverse impact on the University. • Develop good partnerships and key contacts thereby contributing to collegiate and professional working relationships. • Identify areas for improvement and gaps, developing policy, process and procedure to improve working practices. • To identify incidents and near misses that have the potential of serious consequential outcomes and ensure appropriate investigations are undertaken as required and/or as directed by the Director Health, Safety & Risk to include RIDDOR reporting as required, identifying immediate, underlying and root causes, identifying and monitoring corrective actions, and producing robust written reports. 	20%
<p>4. Other duties To undertake any other duties that fall within the scope of this role, as allocated by the Director Health, Safety & Risk.</p>	5%

Internal and external relationships	
<p>Internal</p> <ul style="list-style-type: none"> • Maintain a close reporting relationship with the line manager and relevant stakeholders. • Develop and maintain excellent professional working relationships with Health and Safety colleagues to facilitate collaboration, cooperation, expert consensus and service quality within the team. • Liaise closely with specialist Health & Safety colleagues to ensure appropriate management standards are achieved. • Communicate both verbally with, and in writing to, all other members of Health, Safety & Risk. Good communication and working relationships must be maintained as a large majority of tasks require 	

teamwork. Reports on the status of tasks, episodic occurrences and new information obtained will be shared with all members of the team. E.g. collective learning from incident investigations.

- Interaction with a wide range of University staff and stakeholders at all levels of seniority in the University using well developed written and verbal communication skills to communicate clearly, accurately and concisely.

External

- Close liaison and collegiate working with consultants and contractors of major new-build projects relating to new installations and their design, to identify what will require on-going maintenance systems and process.

Special Requirements

- Subject to annual leave, sickness and other unavoidable contingency, of Health and Safety staff will be expected to be available to give expert advice or information or to assist in the event of any emergency on University premises.

PERSON SPECIFICATION

Criteria	Essential	Desirable	How to be assessed
Qualifications, knowledge and experience	<p>Skill level equivalent to achievement of a professional qualification or postgraduate degree.</p> <p>Chartered Member of Institution of Occupational Safety & Health (or equivalent) or actively working towards it.</p> <p>Significant building management/building services experience in complex buildings or within the HE sector.</p> <p>Significant experience of working collegiately across different departments and areas of work in a large complex organisation.</p>	<p>Training and experience in the development and delivery of professional training.</p> <p>Training and experience of conducting professional standard health and safety audits.</p> <p>Degree in Facilities Management or a chartered member of CIBSE or equivalent</p> <p>BOHS 405 or similar asbestos management qualification.</p> <p>Experience of managing water systems or certification on Legionella control.</p> <p>Level 3 CIEH or equivalent in Food Safety Management</p>	<p>Qualification verification.</p> <p>Application</p> <p>Application, & interview</p> <p>Application, & interview</p> <p>Interview/Application</p>
Planning and organising	<p>Able to work effectively with others at all levels, but particularly with fellow professional colleagues, to develop and implement quality health and safety action plans to ensure the continual enhancement of health & safety management, performance and culture.</p> <p>Able to effectively prioritise and plan work, to work under pressure, to identify issues and trends, assess, analyse and address complex situations.</p>	<p>Experience of successful project management.</p>	<p>Interview</p> <p>Application & interview</p>
Problem solving and initiative	<p>Able to identify and analyse changes in legislation that would impact on university activities relevant to Health & Safety law and other relevant standards, and apply practical solutions to ensure standards are being achieved and maintained.</p> <p>Able to quickly assess, analyse and interpret complex situations and detailed legal, medical, technical and management information and data, as part of planning health and safety requirements.</p>		<p>Application & interview</p> <p>Application & interview</p>
Management and teamwork	<p>Able to monitor procedures and arrangements in relevant areas of policy, service and systems and make appropriate timely professional and effective interventions.</p> <p>Articulate, tactful, diplomatic and competent advice, capable of fostering good working relationships and professional credibility with both academic and</p>	<p>Able to implement large-scale, wide-ranging and multiple stakeholder policy change relating to construction management.</p>	<p>Application & interview</p> <p>Application & interview</p>

	<p>other professional staff and construction related partners.</p> <p>Able to foster positive relationships both within and outside of own department.</p>		
Communicating and influencing	<p>Develop and communicate policy and procedure as directed with clarity and engage colleagues in policy implementation.</p> <p>Develop networks of communication between stakeholders relating to health and safety</p>	<p>Maintain an extensive vital external network of high level and influential contacts to ensure benchmarking of University standards and practice within your areas of responsibility</p>	Application & interview
Other skills and behaviours	<p>Willing to supplement existing knowledge and undertake further professional training and development as agreed</p>		
Special requirements			

JOB HAZARD ANALYSIS

Is this an office-based post?

<input type="checkbox"/> 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.
<input checked="" type="checkbox"/> 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			
## Noise (greater than 80 dba - 8 hrs twa)			
## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, and biohazards). Specify below: Biological hazards	X		
Frequent hand washing			
Ionising radiation			
EQUIPMENT/TOOLS/MACHINES USED			
## Food handling	N/A		
## Driving university vehicles(e.g.: car/van/LGV/PCV)	N/A		
## Use of latex gloves (prohibited unless specific clinical necessity)	N/A		
## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers)	N/A		
PHYSICAL ABILITIES			
Load manual handling	N/A		
Repetitive crouching/kneeling/stooping			
Repetitive pulling/pushing	N/A		
Repetitive lifting	N/A		
Standing for prolonged periods			
Repetitive climbing (ie: steps, stools, ladders, stairs)			
Fine motor grips (e.g.: pipetting)	N/A		
Gross motor grips	N/A		
Repetitive reaching below shoulder height	N/A		
Repetitive reaching at shoulder height	N/A		
Repetitive reaching above shoulder height	N/A		
PSYCHOSOCIAL ISSUES			
Face to face contact with public	X		
Lone working	X		
## Shift work/night work/on call duties			