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| Last updated: | September 2024 |

**JOB DESCRIPTION**

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| Post title: | **Control of Works Manager** | | |
| School/Department: | Estates & Facilities | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 4 |
| Posts responsible to: | Site Safety Operations Manager (L5) | | |
| Posts responsible for: | N/A | | |
| Post base: | Office-based (with Hybrid working) | | |

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| Job purpose |
| Responsible for the day-to-day management, supervision, oversight and monitoring of Estates & Facilities’ operations and projects to ensure compliance with relevant health and safety regulations and established safe working practices.  Develop/review policies, procedures and working methods to ensure the safety of E&F staff, contractors and building users.  Policies will include:   * Lone working * Confined spaces * Hot works * Working at height * Electrical works * Gas * Out of hours working * Working in hazardous areas; with hazardous materials * PPE * HV/LV systems and isolation * Pressurised systems * Lifts (Loler) * Excavation   Oversee and ensure the use and recording of Risk Assessment, Method Statements and Permits to Work procedures associated with any of the above.  Plan and coordinate a programme of H&S related induction, training and guidance to E&F operational staff and contractors, maintaining associated records of training, certification, accreditation and competences. Maintain training records. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Develop/review and implement policies, procedures and working methods to ensure the safety of E&F staff, contractors and building users.  Develop and implement Safe Systems of Working. | 25% |
|  | Provide a focal point for maintenance and other operational services’ H&S information and advice, with specific emphasis on site safety.  Carry out regular site inspections to observe working practices and report any activity not being carried out in line with established procedures. | 25% |
|  | Plan and coordinate a programme of H&S related induction, training and guidance to E&F operational staff and contractors maintaining associated records of training, certification, accreditation and competences. Maintain training records.  Maintain a register of First Aid practitioners within the department. | 25% |
|  | Undertake or coordinate accident/incident investigations and complete associated reports, including liaising with HSE and completing Riddor reports as necessary. | 5% |
|  | Manage the procurement, allocation and use of Personal Protective Equipment (PPE), including budget responsibility and associated training. | 10% |
|  | Manage and record periodic inspections of workshops and workshop machinery/equipment. | 5% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| E&F safety, projects and operational teams  Project teams  DLO  Departmental safety and building management teams  External contractors, specialists and agencies  Helpdesk and Cafm administration  External agencies e.g. HSE |

| Special Requirements |
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| Frequent site visits and inspections of work in progress, including construction projects  Surveys, audits and inspections are carried out throughout the UoS estate. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of HND, Degree, NVQ4 or basic professional qualification and experience with a detailed understanding of Health & Safety legislation and its practical application in a similar complex organisation, such as NEBOSH or ISOH.  Proven experience of planning and progressing work activities within broad professional guidelines and/or broad organisational policy.  Understanding of how the specialist/professional services provided by the post-holder support the objectives of the University.  Able to apply an awareness of principles and trends in a specialist or professional field and an awareness of how this affects activities in the University. |  | Application form & Interview |
| Planning and organising | Able to seek opportunities to progress a broad range of activities within professional guidelines and in support of University policy. |  | Application form & interview |
| Problem solving and initiative | Able to develop understanding of long-standing and complex problems and to apply professional knowledge and experience to solve them.  Ability to assess and manage risk associated with maintenance and construction work, and to plan and implement mitigating actions. |  | Application form & interview |
| Management and teamwork | Able to proactively work with colleagues in other work areas to achieve outcomes.  Ability to work with external stakeholders and service providers |  | Application form & interview |
| Communicating and influencing | Able to provide accurate and timely specialist guidance and advice on complex issues.  Able to use influencing and negotiating skills to develop understanding and gain co-operation. |  | Application form & interview |
| Other skills and behaviours |  | Demonstrate commitment to maintaining professional knowledge and awareness through continuing personal and professional development | Interview |
| Special requirements |  |  | Interview |

**JOB HAZARD ANALYSIS**

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

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: 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.

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