**Job Title:** Faculty Health and Safety Manager  
**School/Department:** Faculty of Engineering  
**Job Family and Level:** Administrative, Professional & Managerial Level 5  
**Contract Status:** Permanent  
**Hours of Work:** Full-time (36.25 hours per week)  
**Location:** Faculty of Engineering, University Of Nottingham, University Park, Nottingham NG7 2RD  
**Reporting to:** Head of Faculty Technical Services

**Purpose of the New Role:**  
The purpose of the role is to provide strategic and operational leadership to Health and Safety within the Faculty of Engineering and to act as a focal point for all Health and Safety related topics and concerns whilst providing accurate Health and Safety advice and assistance to all staff and student groups. The role ensures the Faculty processes fully meet legal obligations under current Health and Safety legislation.

The role involves supporting the Faculty’s Senior Technical Managers across the different disciplines and locations, to co-ordinate, monitor and promote all Health and Safety activities. The role must set, plan and implement uniform Health and Safety policies fully across the Faculty. It must support Faculty academics, staff and students in understanding the policies and to monitor / audit areas to ensure compliance. Ultimately, the role holder will support and assist in the development of a world class safety culture in the Faculty of Engineering.

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<th>Main Responsibilities</th>
<th>% time per year</th>
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<td>1. To provide direction for health and safety performance across the Faculty through advising and agreeing priorities and implementation strategies with Faculty Executive Board. Keeping up to date with regulations, University policies and initiatives and ensuring that professional, valid support to the different teaching, research and technical groups, undergraduate and post graduate students is provided. Understand and implement the Faculty's Health &amp; Safety policy and arrangements. Generate and amend management systems, procedures and other documentation necessary to fully implement the Health &amp; Safety policy.</td>
<td>20%</td>
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<td>2. Ensuring accurate, timely assistance and advice to all Faculty groups to assist and support them in complying with their Health and Safety and Environmental responsibilities. Advice and support to Staff and Students on Health and Safety issues such as risk assessment, COSH, SSoW, Permits to Work, method statements etc. Reviewing Safe Operating Procedures, Process and Risk Assessments, COSH forms, etc. and to verify availability and adequacy. Maintaining a central log of all health and safety related records</td>
<td>20%</td>
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across the Faculty. Assisting periodic auditing of workshops and laboratories with the key stakeholder to monitor compliances against the University’s health and safety policies. On-call commitment to attend any out of hours health and safety related issues across the Faculty.

3. Responsible for developing a world class culture in Health and Safety within the Faculty including advice to teaching staff with regard to health and safety education. Prepare audit schedules for laboratories, workshops and offices, periodically auditing these areas to ensure compliance. Prepare and carry out Environmental audits. Manage non-conformances identified during surveillance audits in respect of Health, Safety and Environment. To be aware of safety issues elsewhere in the University that may impact on operation of activities within the Faculty. 15%

4. Acting as the Faculty Health and Safety lead. Liaising with the University Safety Office and external organisations and authorities to ensure all areas of the Faculty comply with the University’s Health and Safety policy. Acting as the point of contact for the Faculty in any discussion with the Health & Safety Executive and other enforcing authorities, e.g. the local authority, Environmental Agency, etc. Representing the Faculty at University level Health and Safety committees and other similar forums. Being the face of Health and Safety around the Faculty. Ensuring health and safety incidents, accidents or near misses are collected, analysed and investigated with outcomes and learning shared with all staff as appropriate. Develop and maintain a full legal register for all Health & Safety and Environmental Legislation, relevant to the Faculty’s activities and operations. 10%

5. To ensure health and safety related training provision is available to all groups (undergraduate, postgraduate, researcher, academic, APM and technical staff) from across the Faculty. Management of refresher training in advance of due dates and ensuring maintenance of accurate training records. Ensuring the Faculty Health surveillance program for “at risk” staff groups is operational and carried out at the required time scales. Monitoring results and advising of any issues. 10%

6. Liaising with other managers as appropriate, ensure that Health and Safety inductions are given and recorded for all new staff and students starting at the Faculty of Engineering. Working with University procurement and Student Support office to manage the process of supplying and issuing Health and Safety Personal Protective Equipment to Undergraduate students from across the Faculty at the start of each new academic year. 10%

7. Setting a personal example by observing all site safety rules and by wearing the appropriate personal protective equipment at all times as directed by laboratory and workshop PPE information posters. Observing all fire precautions and participating in evacuation drills. 5%

8. Facilitate the Faculty Health, Safety and Environmental Committee meetings. Attending and providing input into the Technical Team leaders meeting. 5%

9. Any other duties associated with the role. 5%

### Knowledge, Skills, Qualifications & Experience

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications/ Education</strong></td>
<td>• Degree qualified or equivalent in a relevant subject plus substantial experience in an H&amp;S related role <strong>OR</strong> • Proven track record with extensive work experience in a relevant H&amp;S role</td>
<td>• PGC in Safety • NEBOSH Diploma in Occupational Health and Safety</td>
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<td><strong>Skills/Training</strong></td>
<td>• Significant proven people and time management experience • Excellent interpersonal skills</td>
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ensuring an ability to communicate and influence effectively at all levels
- Proven high level planning and organisation skill and resource management
- Excellent IT skills
- Excellent analytical, negotiation and problem solving capability

| Experience | • Proven practical experience managing, auditing and implementing Health and Safety policies in workshop and laboratory practical environments  
• Experience in dealing with difficult situations. Able to work with all staff groups and levels. Experience in negotiating satisfactory outcomes  
• Substantial experience setting and implementing Health and Safety policy in a University, research laboratory, advanced manufacturing or construction environment  
• Experience in communicating and influencing people from a wide ethnic background | • Experience across a wide range of engineering and science skill sets and/or industries  
• Experience in communicating and influencing students, academics and researchers |

| Statutory/Legal | • The interpretation and implementation of work related Health and Safety regulations and procedures and a detailed understanding of non-compliance on other staff and the University |

**Additional Information**

Ability to persuade, motivate and lead with a positive (can do, will do) attitude are all necessary skills. As are a flexible approach, a willingness to accept responsibility and communicate clearly at all levels.

Promote the health and safety vision of the Faculty of Engineering and through working with and alongside staff groups, ensure this vision is shared, implemented and maintained.

Promote and champion an integrated bottom up Health and Safety culture across all areas of the Faculty.