Purpose of role:
The purpose of this role is to contribute towards the provision of high quality support service to all University users to enable University business to be carried out safely and effectively whilst also enabling the demonstration of statutory compliance with current legislation. This particular post will have an emphasis towards chemical and radiological safety.

Main responsibilities
(Primary accountabilities and responsibilities expected to fulfil the role)

1. To provide competent, practical and pragmatic health and safety advice and support to an organisation with a diverse range of hazards. To liaise with and work in support of other relevant specialists both internally and externally. To work collaboratively to ensure that significant risks are appropriately controlled.

2. To develop and review University safety policies and guidance to ensure a consistent and practical approach is maintained across the University and its campuses.

3. To proactively monitor the University’s safety performance by inspection, audit and review of schools and departments, to ensure relevant legislation and standards of safety management are implemented and embedded.

4. To lead on the review and investigation of significant accidents, incidents and near-misses to identify remedial actions and propose solutions to prevent reoccurrences. To work alongside colleagues and staff to support and enhance investigations carried out by others. To ensure that valuable lessons learnt are communicated and disseminated to other key users to ensure best practice.

5. To develop and provide safety training for University staff of all levels in order to raise knowledge levels of legal requirements and safe working practice.

6. To produce reports and action plans and subsequently to negotiate any necessary actions.

7. To ensure effective and appropriate communication, working in partnership with key stakeholders. To support the various University committees that may be serviced by the Safety Office.

8. To liaise and work with any relevant enforcement authorities, such as the HSE and the EA.

9. To remain abreast of current and emerging technical and professional aspects of health and safety as to maintain a personal knowledge and awareness. To maintain continuing professional development to ensure continued competency.

10. Any other duties appropriate to the grade and role of the post holder

11. To work collaboratively with colleagues in scientific and research departments, including chemistry
    • To maintain and coordinate a network of RPSs across the University
    • To provide expert H&S advice in key specialists areas including; chemical and radiological safety
    • To lead on high-consequence materials and ensure annual returns are completed
<table>
<thead>
<tr>
<th>Person specification</th>
<th>Essential</th>
<th>Desirable</th>
</tr>
</thead>
</table>
| **Skills**           | - Excellent interpersonal skills and an ability to engage collaboratively with key staff at all levels and abilities  
- Excellent communication and influencing skills  
- Ability to establish and maintain good working relationships at all levels  
- Ability to be a team player and have a customer focused approach to their work  
- Ability to promote and champion the organisational safety culture  
- Excellent organisational skills, including the ability to multitask and prioritise accordingly  
- Excellent IT skills  
- Ability to develop and provide training in health and safety  
- Ability to produce concise written materials including policy, guidance and associated web information  
- Excellent understanding of key H&S legislation, including COSHH and DSEAR  
- Ability to resolve and handle conflict situations  | - Understanding and experience of laboratory gases and associated safety  
- Excellent understanding of key environmental legislation, including EPR  
- Excellent understanding of IRR |
| **Knowledge and experience** | - Significant experience in similar or related roles in scientific and research institutes  
- Previous experience of implementing health and safety legislation and developing best practice  
- Ability to provide targeted and competent health and safety advice to a range of users  
- Experience of auditing and inspecting laboratories and workshops  | - Previous experience of working in Higher Education  
- Previous experience of working with radioactive materials within a research environment.  
- Previous experience of managing health and safety matters in multiple disciplinary buildings  
- Providing advice to health and safety committees  
- Knowledge of relevant environmental legislation |
| **Qualifications, certification and training (relevant to role)** | - NEBOSH Diploma in Occupation Health and Safety or equivalent or willingness to undertake  
- Science degree or equivalent experience  
- Ability to provide expert H&S advice in key specialist areas including chemical and radiological safety  
- Ability to undertake CPD in line with a suitable professional scheme  | - Membership of a relevant professional body  
- Has previously undertaken RPS/RPO training or worked with radioactive materials  
- Membership of AURPO or similar  
- Certification as a qualified RPA |
Expectations and behaviours

The University has developed a clear set of core expectations and behaviours that our people should be demonstrating in their work, and as ambassadors of the University’s strategy, vision and values. The following are essential to the role:

<table>
<thead>
<tr>
<th>Expectation</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Valuing people</strong></td>
<td>Is collegiate and approachable. Always acts with integrity and puts people at the heart of the University. Values all staff and supports them to excel.</td>
</tr>
<tr>
<td><strong>Taking ownership</strong></td>
<td>Empowering and challenging; equips people to be accountable and responsible. Represents the University brand. Is willing to take responsibility for own actions and encourages others to do the same, politely challenges if they are not.</td>
</tr>
<tr>
<td><strong>Forward thinking</strong></td>
<td>Encourages curiosity, diversity of thought and drive to improve. Has a pioneering and innovative approach, underpinned by solid knowledge and learning. Personally champions progress and encourages desires to improve in others</td>
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<tr>
<td><strong>Professional pride</strong></td>
<td>Strives to build and maintain a centre of excellence. Is attentive to quality and high standards. Expects others to provide world-class attitudes, helping them to achieve this.</td>
</tr>
<tr>
<td><strong>Always inclusive</strong></td>
<td>Is a networker, actively engaging with and valuing other areas and diverse groups. Has an international outlook and the ability to think globally. Values diversity and promotes equality.</td>
</tr>
</tbody>
</table>

Key relationships with others

- **Line manager**: Director of H&S
- **Role holder**: H&S Advisor
- **Key stakeholder relationships/direct reports**: Colleagues, Students, Others