



Role profile

Job title	Health and Safety Coordinator	Job family and level	Administrative, Professional and Managerial Level 4
School/ Department	Biodiscovery Institute (BDI)	Location	University Park Campus

Purpose of role

The role is to provide advice and support for the management of health and safety to the Institute Director, Building Manager and BDI Occupants based upon a combination of practical and theoretical knowledge and experience. The role seeks to support compliance with relevant legislation through review, development and implementation of policies and procedures to promote a safe and healthy working environment for staff, students and visitors

	Main responsibilities (Primary accountabilities and responsibilities expected to fulfil the role)	% time per year
1	<p>Provide advice and recommendations to the Institute Director, Building Manager and Institute Occupants on health and safety requirements and performance; contribute to the development, implementation and monitoring of health and safety management systems, plans and arrangements appropriate to the Institute to ensure compliance with statutory and university requirements</p> <ul style="list-style-type: none"> ▪ Act as Health and Safety Coordinator for the Institute to support and champion H&S ▪ Be the primary point of Health and Safety contact for the Institute and liaise with the Health and Safety Department, disseminating health and safety information and updates to appropriate members of the business unit • Providing advice and signposting to members of the business unit on matters of health and safety including advising the Institute Director and senior management team on the formulation and revision of the local health and safety arrangements • Ensuring that there is a suitable arrangement within BDI for undertaking and recording of risk assessments 	20%
2	<p>Proactively monitor the implementation of university policies</p> <ul style="list-style-type: none"> ▪ Conduct and co-ordinate local Health and Safety inspections and oversee the inspection program within the institute 	15%

	<ul style="list-style-type: none"> ▪ Ensure that plant, equipment and processes are being maintained as required by any relevant statutory provisions ▪ Monitor the completion / progress of actions arising from audits and inspections report back via Safety Committee and Line Management structure ▪ Ensure that all accidents, incidents and near misses are reported and investigated ▪ Communicate and share learning points from accidents and incidents 	
3	<p>Co-ordinate, maintain and develop the health and safety training and information strategy for the Institute</p> <ul style="list-style-type: none"> ▪ Ensuring that there is a suitable arrangement within the business unit for adequate induction and training ▪ Develop and maintain a training matrix for the Institute ▪ Ensure training records are robustly kept across the Institute ▪ Delivering in house safety training and toolbox talks in liaison with the Health and Safety Department ▪ Keep yourself up to date with health and safety requirements including attending Safety Office training and workshops 	20%
4	<p>Develop and maintain an accurate record of all health and safety documentation, to comply with the relevant legislation</p> <ul style="list-style-type: none"> ▪ Maintain the Hazard Location plans using University Systems ▪ Maintain the Disaster and emergency Recovery Plan for BDI ▪ Prepare annual reports to the Health and Safety Department as required ▪ Maintain a register and inspection records for Statutory safety checks and coordinate relevant 	15%
5	<p>Operational direction and monitoring of a range of health and safety activities</p> <ul style="list-style-type: none"> • Provide administrative support to the Biological Safety Officer (BSO) for BDI in relation to Biosafety and coordinate the completion of the annual Biosafety and GM reviews • Maintain a register and inspection records for Statutory safety checks • Management of contractors and arrangement of statutory testing 	20%
6	<p>Any other duties at the direction of the Building and Operations Manager to be able to provide adequate cover during the unforeseen absence of both the Building and Operations Manager and the Support Services Manager and to be on the call out rota for emergencies and issues out of hours</p>	10%

Person specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> ▪ Excellent organisational skills. ▪ Excellent communication, presentation and influencing skills. ▪ Ability to produce concise written material and achieve buy in and understanding ▪ Excellent IT skills and use of Office 365/SharePoint ▪ Ability to work to tight deadlines, both prescribed and self-imposed. ▪ Ability to prioritise and complete actions ▪ Ability to establish and maintain good working relationships at all levels, work well in a team ▪ Conscientious, with ability to see project through to completion. ▪ Self-motivated and able to motivate others. ▪ Enthusiasm for the role and the ability to communicate its importance. 	<ul style="list-style-type: none"> • Providing advice to Health and Safety committees • Experience of working in a higher education environment
Knowledge and experience	<ul style="list-style-type: none"> ▪ Experience in implementing Health and Safety Systems ▪ Experience in conducting workplace, risk assessments and inspections and following up actions ▪ A detailed understanding of induction and training ▪ Experience in providing competent health and safety advice 	<ul style="list-style-type: none"> ▪ Hands-on experience in implementing Health and Safety systems such as COSHH, local exhaust ventilation, gas systems and pressure systems ▪ Knowledge of relevant Environmental legislation ▪ A sound understanding of the principles of genetic modification ▪ Knowledge of the safety requirements for working at containment level three
Qualifications, certification and training (relevant to role)	<ul style="list-style-type: none"> ▪ Hold or be able to demonstrate working towards or willing to study towards a NEBOSH Certificate in Occupational Health and Safety or equivalent 	<ul style="list-style-type: none"> ▪ Hold or working towards NEBOSH Diploma in Occupational Health and Safety or equivalent ▪ Degree or equivalent/higher professional qualification in a Biological or relevant scientific discipline ▪ IOSH Membership ▪ ISTR Membership ▪ ISTR Biosafety Practitioner Level 1
Statutory/Legal requirements	<ul style="list-style-type: none"> ▪ Satisfactory Enhanced disclosure obtained from the Disclosure and Barring Service. 	



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:

- Valuing people** Is always equitable and fair and works with integrity. Proactively looks for ways to develop the team and is comfortable providing clarity by explaining the rationale behind decisions.
- Taking ownership** Is highly self-aware, looking for ways to improve, both taking on board and offering constructive feedback. Inspires others to take accountability for their own areas.
- Forward thinking** Driven to question the status quo and explore new ideas, supporting the team to "lead the way" in terms of know-how and learning.
- Professional pride** Sets the bar high with quality systems and control measures in place. Demands high standards of others identifying and addressing any gaps to enhance the overall performance.
- Always inclusive** Ensures accessibility to the wider community, actively encouraging inclusion and seeking to involve others. Ensures others always consider the wider context when sharing information making full use of networks and connections.

Key relationships with others



