### Purpose of role

The Director of Health and Safety is responsible for the management of Health and Safety for the University, both strategic and operational. Management systems compliance and risk management for the university.

### The Role

The Head of Health and Safety will promote, develop, and establish a positive safety culture within the corporate team and the wider university ensuring that we proactively meet legal requirements in terms of health, safety, and compliance.

The role will be responsible for the day to day management of a team of health and safety professionals.

The role will have responsibility for strategic and operational matters relating to health and safety planning and management. Aiding the Director of Health and Safety in ensuring the H&S management system is maintained and fit for purpose.

Developing and managing team affairs and aiding and supporting the team in meetings and potential accident and investigations. Building relationships is important with the wider community within the university to foster good H&S practice and generally provide support for the faculties and schools regarding H&S issues.

Collaboration with colleagues across the university is essential to ensure issues pertaining to H&S legislation are communicated and embedded. Providing communication to directors, assurance functions and faculty operations directors.

### Main responsibilities

(Primary accountabilities and responsibilities expected to fulfil the role)

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<th>% time per year</th>
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#### Health & Safety
- Maintain up-to-date knowledge of relevant Health & Safety Legislation and best practice and be prepared to complete CPD through a recognised professional body.
- Develop and promote excellence in health and safety management across the university. Working in collaboration with colleagues to stimulate good health and safety practice.
- Working closely with senior managers, develop and improve the culture of positive health and safety management at all levels within faculties, departments, and schools.
- Lead in the management of the health and safety team, communicate and respond appropriately to issues requiring escalation and response.
- To delegate for the University Director of Health and Safety as required. Provide critical expert advice and guidance in meetings.
- Lead on accident and incident investigations as required. Support the H&S team as necessary.
- Drive continuous improvement of health and safety across the university.
- Provide updates on all new or amended Health & Safety legislation to all staff within the Directorate as appropriate.
- Develop audit protocol and devise audit programme relative to the risk profile of the university.
- Aid the Director of Health and safety in establishing appropriate objectives and targets and supporting communication and implementation across the university.
- Provide 1:1 support for all team members and assist in their development needs.

### Planning, Organisation Leadership & Decision Making

- Create a culture and maintain a climate in which individuals feel safety has high value and that they are clear about responsibilities, safety aims and objectives.
- Manage a team of up to 10 multidisciplinary advisors.
- Manage Health and Safety Management System, including but not limited to overseeing the establishment and review of departmental procedures, standards and specifications, assessments; monitoring records of actions taken.
- Responsible for internal monitoring and audit of all health, safety, and compliance obligations about the university risk profile, and management of electronic records database and providing associated compliance reports, in line with university requirements.
- Formulate and maintain health and safety arrangements and procedures including procedures associated with health and safety training needs and maintain records of training undertaken.
- Prioritise and programme own workload and direct reports whilst flexibly working to agreed requirements.
- Support the effective management and operation of Health and Safety Management meetings.
- Be an active member of the Health & Safety meeting, contributing to the production of the agenda and providing the meeting with an update on compliance assurance and outputs from audits.
- Lead a culture and organisation that believes in and delivers continuous health and safety improvement.

### Performance & Customer Service

- 20%
- Lead and manage Health and Safety team delivering assurance against Statutory Health and Safety legislation, undertaking regular contact meetings with individuals and team.
- Ensure continuing professional development by taking active steps to identify training and vocational opportunities personally and as part of annual team professional development reviews.
- Identify opportunities for continuous improvement within the university and assist the Leadership Team in their implementation.
- Ensure that all accidents and near misses are reported and investigated in accordance with the University’s policies. Support staff in investigations. Ensure valuable lessons learnt are communicated and disseminated to relevant staff and users.
- Liaise and develop good working relationships with the University’s Safety Office and other departments within the University concerning the activities of Health, Safety, and compliance.
- Liaise with specialist groups and networks on health and safety.
- Ensure appropriate health surveillance are in place. Liaise with Occupational Health and maintain records of any health-related issues associated with health surveillance for the inspectorate.
- Provide a monthly health, safety and compliance performance update to the Director of Health and Safety

### General Duties

- Adhere to the University’s policies, rules and procedures including health and safety, equal opportunities all other legislative responsibilities, governance, financial and procedural rules.
- Support the University’s Carbon, Sustainability & Environmental Strategic plans to reduce its waste, energy consumption and carbon footprint.
- To participate within the Emergency, Call Out Procedure.
- Undertake other duties that may arise or as may be delegated from time to time, appropriate to the grade of this post.

The duties outline above are not intended to be exhaustive and may change as the needs of Health and Safety alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the Health and Safety department.
### Person specification

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Skills</strong></td>
<td>▪ Ability to work in a team and have a flexible positive approach to work. ▪ Excellent interpersonal skills, good written and oral communication skills, and the ability to influence at all levels ▪ Ability to establish and maintain good working relationships at all levels ▪ Ability to promote and champion the organisational safety culture</td>
<td>▪ Experience of managing people and multi-disciplinary teams</td>
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<td><strong>Knowledge and experience</strong></td>
<td>▪ Comprehensive and demonstrable practical experience in the application of all legal and practical aspects of health, safety, and compliance. ▪ Proven experience of managing a health and safety function in a complex organisation. ▪ Demonstrable knowledge of health and safety. ▪ Experience in the production, use and dissemination of safety management information and data. ▪ Knowledge of safe systems of work and inspection processes and their application in an estates environment. ▪ Experience and/or recognised qualification in auditing health and safety management systems. ▪ Experience of the implementing health and safety procedure. ▪ Excellent understanding of H&amp;S legislation and application ▪ Experience of audit and inspection ▪ Experience of managing health and safety. ▪ Experience in managing a health and safety team.</td>
<td>▪ Experience of managing and maintaining OHSAS 45001 accreditation. ▪ Experience and knowledge in the management of asbestos, Legionella, Contractor management etc ▪ Experience of working within a large and complex environment. ▪ Be environmentally aware ▪ Proven experience of managing a health and safety function in Higher Education/Universities ▪ Experience of managing health and safety in a university</td>
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<td><strong>Qualifications, certification and training (relevant to role)</strong></td>
<td>▪ Possess or be working through or towards NEBOSH Health &amp; Safety Diploma qualification. ▪ Relevant broad ranging H&amp;S course certificates commensurate with the role</td>
<td>▪ Relevant Health and safety qualification such as CDM. ▪ Lead auditor qualification in either H&amp;S or Environment.</td>
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Be a member of the Institute of Occupational Safety & Health (IOSH) or equivalent.

The University of Nottingham is focused on embedding equality, diversity and inclusion in all that we do. As part of this, we welcome a diverse population to join our work force and therefore encourage applicants from all communities, particularly those with protected characteristics under the Equality Act 2010.
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**
Understands that it is essential to provide a structure that people can thrive in. Knows how to communicate with people to create a healthy working environment and get the best out of people.

**Taking ownership**
Communicates vision clearly, providing direction and focus. Knows how to create a productive environment where people are inspired and can work cross-departmentally in partnership.

**Forward thinking**
Has the ambition to be a pioneer in own area, anticipating the future change, needs and challenges. Knows how to innovate within their work context and champions others to be inspired to be part of this ambition.

**Professional pride**
Keeps up to date on latest thinking, trends and work practices. Supports team to be thought leaders; willing to challenge if obstacles get in the way.

**Always inclusive**
Establishes far reaching partnerships, well beyond own area across a broad range of networks. Understand role to pay due regard to the needs of the whole community.

Key relationships with others

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Line manager

Role holder

Key stakeholder relationships
Direct reports - Health and Safety Advisors
School H&S advisors
Faculty staff

Director of Health and Safety
Head of Health and Safety
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