

Job Description

Job Title:	Safety, Health and Environmental Advisor
Location:	Leeds
Salary:	SO2
Reports to:	Head of Health and Safety
Staff responsibilities:	None
Working hours:	37
Probation period:	6 months
Special conditions of the post:	Travel to sites in Leeds, Harrogate and Keighley. Lone working
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	19 February 2020

CORE RESPONSIBILITIES:

Provide a professional, high quality, generalist Health and Safety advisory services to all levels of staff and students across the group in relation to Occupational Safety and Health matters.

Ensure compliance with the group related policies and procedures, providing guidance and support / advice as required.

Investigate accidents and incidents, track and report these to various committees within the group. Produce trend analysis, and statistics for inclusion in statutory returns and internal reports.

Conduct Health and Safety inspections, management audits, and evaluate working practices.

Undertake risk assessments or advise other assessors and to review them periodically.

Produce reports and actions plans and subsequently to negotiate or enforce necessary actions.

Assist in producing written Health and Safety Policies, Procedures, Guidance Notes and Codes of Practice, and to oversee their introduction and implementation, as part of the process of continual improvement of the Health and Safety Management System.

Liaise closely with the Estates Department in order to ensure that all new developments and refurbishments meet the necessary regulations, including attendance at design and site progress meetings.

Attend and contribute to Health and Safety Committees and other groups as required.

Support the design and delivery of appropriate health and safety training.

Liaise with the Fire Officer as appropriate to support fire drills on all campuses with the Estates site teams and to inspect premises with a view to enforcing fire safety matters, particularly where building alterations are taking place.

DEPARMENTAL RESPONSIBILITIES:

Deliver an exemplar, customer-focused Facilities service

Work collaboratively and consultatively with Safety, Health and the Environment and the Capital Projects team to ensure the service proactively supports managers and employees

Contribute towards service cross-functional projects and work streams

Improve and maintain internal relationships with other Group Shared Services functions such as MIS, Finance, IT, HR, Capital Projects & Student Recruitment and Marketing

Contribute to internal and external networks

Contribute to the Wellbeing Strategy

GROUP RESPONSIBILITIES:

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.

Comply with the groups safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the group and commitment to the group child protection policy.

Comply with all the group policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the group.

Embody the groups values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Ian Hughes
Compilation Date:	19 February 2020

Person Specification

Job Title:	Safety, Health and Environmental Advisor
Department	Capital Projects – Health and Safety Services

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1 NEBOSH General Certificate or NVQ level 3 or equivalent	A, C
E	Q2 Level 2 Literacy and Numeracy qualification or equivalent.	A, C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1 Extensive experience of working in Health & Safety in a similar organisation.	A, I
E	EK2 Experience of delivering Health & Safety training	P
E	EK3 Have the-ability to Experience of interpreting legislation, rules and standards and applying them effectively.	A, I
E	EK4 The ability to communicate effectively, in writing and orally, with all levels of staff	A, I
E	EK5 Able to use standard IT software (such as Microsoft package) and some bespoke H&S software. Able to use the programmes for finance, ordering equipment etc. and to update and manage the web site.	A, I, P
D	EK6 Effective self and time management skills to achieve results and meet deadlines.	I
D	EK7 A passion for Health and Safety with the drive and motivation to influence others.	I
D	EK8 Experience of developing and monitoring performance against service quality standards and service level agreements.	I
D	EK9 Experience of carrying out audits on Health & Safety	A, I
D	EK10 Experience of presenting H&S issues in an assertive, confident and diplomatic manner that persuades people to take appropriate action whilst maintaining good relationships.	I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1 Influencing skills Takes effective action to affect the behaviour and decisions of other people	A, I
E	SC2 Critical thinking Ability to make sense of complex issues, identify and solve problems, thinks on one's feet	A, I
D	SC3 Initiative and innovation Creates and appreciates new ideas and perspectives, sees possibilities and challenges established practices in constructive ways	A, I
D	SC4 Strategic perspective Ability to think broadly, analyse the big picture and value diverse perspectives	A, I
D	SC5 Capacity for change Ability to cope with continuous and complex changes, to be flexible and to handle high levels of uncertainty	A, I
D	SC6 Emotional Intelligence Understanding the benefits of different leadership / management styles. Gauging own impact as a leader / manager	A, I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1 Support and promotion of equality, diversity and inclusion	I
E	B2 Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3 Commitment to the PREVENT agenda	I
E	B4 Commitment to professional standards	I
E	B5 Commitment to restorative practice approaches	I