**Leeds Beckett University – Job Description**

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| **School/Service** | **Estates** |
| **Section** | **Health and Safety** |
| **Post Designation** | **Head of Health and Safety** |
| **Grade** | **9** |
| **Post to which directly responsible** | **Director of Estates** |
| **Posts for which directly responsible** | **Health and Safety Advisors** |
| **Purpose of Job** | |
| The Head of Health and Safety will provide strategic leadership of the centralised Health and Safety function within the University. The post holder will be the University’s senior advisor on all Health and Safety related matters and will develop, maintain and promote safe systems of work across a broad spectrum of activity within approved risk management and assurance frameworks. | |
| **Responsibilities** | |
| To develop, review and maintain the University’s Health and Safety Policy, supporting policies, procedures, codes of practice and safe working methods, to ensure legislative compliance.  Preparation and delivery of clear, concise and informative reports to relevant groups and sub groups including the University Executive Team, Health and Safety Committee and Audit Committee as required.  Line Management of staff within the central Health and Safety Team.  Management of devolved budget.  Development, monitoring and reporting of Key Performance Indicators (KPI’s) related to agreed Health and Safety standards.  Development and implement annual plan of work related to the Health and Safety function.  Provision of competent advice, guidance and support to managers at all levels in the University on general health and safety matters, compliance with legal obligations, and the management of specialist hazards (obtaining external advice where required).  Undertake a lead role in the development, implementation and monitoring of the University’s fire safety arrangements, including the coordination of fire drills, and the maintenance and replacement of fire prevention equipment.  Provide advice, guidance and support to designated Health and Safety Advisory Groups on relevant advisory group matters.  Support the development and delivery of the ongoing programme of promotional initiatives to raise awareness of good health and safety practice amongst staff and students.  Maintain up-to-date knowledge and awareness of emerging health and safety legislation, approved codes of practice, guidance and best practice, via participation in sector-wide interest groups, publications, conferences and seminars.  Liaise with appropriate staff and in particular Trade Union Representatives, Faculty Health and Safety Coordinators, Advisers and Liaison Personnel, on the undertaking of inspections, identification of hazards and the assessment of risk in the University.  Lead on the formulation and delivery of the University’s health and safety training programme with the aim of ensuring a satisfactory level of competence amongst University employees.  Investigate accidents and dangerous occurrences ensuring the University complies fully with legal reporting requirements. Prepare and produce reports on accident data, health and safety issues and advise on findings to local managers, enforcing authorities and University insurers representatives as appropriate.  Undertake a periodic programme of monitoring and auditing of compliance with the University’s Health and Safety Policy, reporting on outcomes to senior management, Health and Safety Advisory Groups and the Health and Safety Committee.  Undertake any other reasonable duties as requested by the Director of Estates from time to time. | |
| **Equal Opportunities** | |
| We are committed to providing a non-discriminatory and harassment-free working environment for our employees. All our employees are expected to have due regard for those policies when carrying out their duties. | |
| **Health and Safety** | |
| You will maintain a positive attitude to Health and Safety in carrying out personal responsibilities and co-operate with Health & Safety policy/local rules/Codes of practice relating to Health and Safety. | |
| **Physical Conditions** | |
| You will be based at the Headingley Campus, in the first instance. | |
| **Relationships** | |
| The Head of Health and Safety will be expected to proactively develop effective working relationships with members of the University Executive Team, Deans of Schools, Service Directors, Trade Union Representatives and other relevant members of staff within the University. | |
| **Terms & Conditions** | |
| Terms & Conditions of Service are as determined by the Vice-Chancellor for Support staff (within a framework set by the Board of Governors), and will have regard to any national recommendations arising from negotiations between the Universities and Colleges Employers Association (UCEA), and the recognised trade unions in so far as these are adopted by the Board / Vice-Chancellor. | |
| Grade 9. On appointment staff will normally be placed on the first point of the substantive grade for the post. Appointment above this will only be on an exceptional basis and subject to approval in line with the University’s Pay Policy.  Full Annual leave entitlement is provided in line with standard benefits policy.  Hours of work per week is 37 | |
| **Probationary Period** | |
| Appointment to this position may be subject to 6 months, in line with our probationary policy. A copy of our probationary policy is available on our website or on request from Human Resources. | |
| **Pre-employment Health Assessment** | |
| Our University aims to ensure that all employees are placed in a job that is compatible with their health and physical abilities. In accordance with the Equality Act, questions relating to health are asked following an offer of appointment. All offers of appointment are subject to pre-employment health assessment. | |
| **Qualifications** | |
| In accordance with our pre-employment processes, it is University policy to verify qualifications for successful candidates. We will need evidence of those qualifications required by the employee specification and claimed on the application form. | |
| **Closing Date** | |
| **5th November at 12pm** | |
| Please complete an online application. If you are unable to complete an online application, please contact Ray Williamson, Executive Search Consultant, Dixon Walter on either 07741 640 280 or ray@dixonwalter.co.uk for further information. | |

**Leeds Beckett University – Employee Specification**

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| **Post Title** | Head of Health and Safety | **Grade 9** |

Please carefully read the notes of guidance enclosed with the application form and provide information to help us decide whether you meet the criteria below.

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| **Qualifications, Skills, Experience & Knowledge** | **Essential** | **Method of**  **Assessment**  (Application/  Interview/Test/Other) | |
| 1. NEBOSH Diploma in Occupational Health and Safety and Membership of the Institute of Occupational Health and Safety. | E |  | |
| 1. Experienced in developing, maintaining and promoting safe systems of work within a large complex organisation. | E |  | |
| 1. Experience of managing people. | E |  | |
| 1. Experience operating within a Higher/Further Education Institutional environment. | D |  | |
| **Performance Attributes**  Please note that all the following criteria are **essential**. | | | **Method of**  **Assessment**  (Application/  Interview/Test/Other) |
| **PLANNING & ORGANISATION**   1. Ability to develop and implement programme of continuous improvement linked to agree KPI’s. Able to effectively prioritise plan and manage the work of a team of professional Health and Safety Advisors. | | |  |
| **SERVICE DELIVERY**   1. A commitment to the provision of high-quality customer service. | | |  |
| **TEAMWORK**   1. Evidence of ability to promote and develop a culture of team work to effectively deliver expected outcomes. | | |  |
| **COMMUNICATION**   1. Ability to effectively communicate with a wide range of stakeholders. Able to produce board level reports to convey complex issues concisely and effectively. | | |  |
| **CREATIVITY & INNOVATION**   1. A confident and effective problem solver and decision maker experienced in developing and introducing new ways of working. | | |  |
| **LEARNING & DEVELOPMENT**   1. Experience of developing and delivering Health and Safety training programmes including tool box talks and the procurement of external training partners. | | |  |
| Whilst these performance attributes may relate to this role more specifically for recruitment and selection purposes, following appointment, all members of staff are expected to demonstrate effective performance across all six of our University’s performance attributes. | | | |