



UNIVERSITY OF
LINCOLN

UNIVERSITY OF LINCOLN JOB DESCRIPTION

JOB TITLE	Health and Safety Adviser				
DEPARTMENT	Health and Safety				
LOCATION	Brayford Pool				
JOB NUMBER	HS1007	GRADE	7	DATE	March 2018
REPORTS TO	Head of Health and Safety				

CONTEXT

The Health and Safety Department provides professional advice and guidance to the University in relation to good health and safety management. This includes an extensive audit programme, training a variety of stakeholders, site inspections, accident investigations and liaising with a number of external bodies

JOB PURPOSE

Reporting to the Head of Health and Safety the post holder will play a proactive role in embedding and enforcing a positive Health and Safety culture. This will include promoting effective health and safety awareness to University staff and students. Activities will also include the enforcement of safe systems of work, premises and environments, as required. You will require effective influencing skills to overcome challenging situations which may be with a variety of stakeholders. In certain circumstances there will be a need to relay complex technical information to non-experts

The post holder is expected to exercise professional ethics, judgement and knowledge in handling all health and safety issues where guidance is not always specific or situations may be complete, new or constantly changing and developing.



KEY RESPONSIBILITIES

Specialist Advice and Guidance

Provide relevant health and safety information, advice and support for University sites and activities. Interpret and implement policy and procedure within the area of Health and Safety.

Advise on provision related to health and safety within the University's estate (existing and new) and activities.

Provide health and safety support to Students' Union activities where appropriate.

Provide relevant information to other areas of the University as requested or to a planned programme.

Liaison and Networking

Regularly liaise with Health and Safety Executive, Fire Prevention Officers, Estates and Facilities Department, and other health or safety agencies as necessary.

Liaise with external suppliers as applicable.

To attend internal and external events and be a knowledgeable participant.

Undertake active collaboration to benefit department/ College and wider University.

Oversee some small projects.

Inspections and Audit

Undertake health and safety inspections of university facilities and activities.

Regularly audit risk assessments, safe systems of work and localised safety management systems.

Collect, investigate and analyse accident and fire incident reports, recommending measures to College/ department/ University to prevent recurrences and reduce claim impact and liability.

Organise and take part in the regular performance of fire drills and provide reports and recommendations as appropriate. This will involve some early morning testing.

Conduct inspection and assessment of fire risks in University buildings and activities. Ensure maintenance of suitable legal records.

Assist and advise University departments in the inspection and assessment of risk in buildings or activities under their control.



Policies and Procedures

Contribute in the development of policies and implementation procedures for any aspect of University activity where it is identified a health and safety policy or procedure should exist.

Systems Maintenance and Development

Develop, implement and maintain recording and other systems required by the Health and Safety Department.

Participate and contribute in the development, implementation and maintenance of wider University systems as appropriate.

Interpret and Manipulate complex data.

Budget

Assist in the administration of sections of the department budget. Report accounting and financial information to the Health and Safety Manager.

Training and Promotion

Develop and present training programmes for internal promotion of safety awareness, as a result of assessment or for legislative requirements.

Develop and maintain information for internal promotion of safety awareness (e.g. safety web site).

Decision Making Authority and Controls

Make recommendations direct to the relevant Colleges/ departments of the University on a wide range of health, safety and welfare policy and practice. Authority to control or stop high-risk activities where there is immediate risk of injury or a dangerous occurrence.

Make recommendations to the Head of Health and Safety and local managers on the control of activities likely to provide for a serious breach of health and safety legislation.

In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.



ADDITIONAL INFORMATION

Key working relationships/networks	
Internal	External
Estates and Commercial Facilities staff (including surveyors, engineers, accommodation, caretaking staff)	Enforcing Officers for Fire Safety Employers Safety personnel, both nationally and regionally
Catering	Regional and National Safety Groups
Trade Union Representatives	Occupational Health practitioners
All University staff	Professional Organisations
Security staff	Training Organisations



**UNIVERSITY OF LINCOLN
PERSON SPECIFICATION**

JOB TITLE	Health and Safety Adviser	JOB NUMBER	HS1007
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Selection Criteria	Essential (E) or Desirable (D)	Where Evidenced Application (A) Interview (I) Presentation (P) References (R)
Qualifications:		
NEBOSH National General Certificate in Occupational Health and Safety or equivalent	E	A
NEBOSH Diploma in Health and Safety Management	D	A
Science related degree or relevant experience in field	D	A,I
GCSE English or equivalent	D	A
Experience:		
Experience of providing health and safety advise for a variety of activities/locations	E	A,I
Experience of undertaking health and safety inspections, health surveillance and audits	E	A,I
Experience of a range of health and safety monitoring equipment	E	A,I
Experience of delivering health and safety training	E	A,I
Experience of working in teams or managing staff	E	I
Experience of monitoring data	E	A,I
Experience of monitoring budgets and/or contracts	D	I
Knowledge of FE/HE sector	D	I
Experience of working in a large complex organisation	D	I
Skills and Knowledge:		
Knowledge of all legal and regulatory requirements and good practice in respect of Health and Safety	E	I



Excellent verbal and written communication skills	E	A,I
Excellent presentational skills	E	A,I
High level of numeracy / accuracy	E	I
Problem-solving skills	E	I
Working knowledge of Microsoft office including word-processing, spreadsheets and other computer hardware	E	I
Appreciation of education and training	E	A,I
Appreciation of HE procedures and systems	D	I
Competencies and Personal Attributes:		
Continuing professional development in relation to Health and Safety	E	I
Ability to prioritise work while managing competing demands	E	A,I
Enthusiasm and diligence	E	I
Team player	E	A,I
Customer service driven	E	A,I
Effective influencing skills	E	A,I
Ability to command respect	E	I
Business Requirements		
Ability to travel between campuses.	E	I

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

Author	DS	HRBP	CW
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