



UNIVERSITY OF  
LINCOLN

## UNIVERSITY OF LINCOLN JOB DESCRIPTION

|                   |  |              |   |             |            |
|-------------------|--|--------------|---|-------------|------------|
| <b>JOB TITLE</b>  | Health and Safety Principal Compliance Officer |              |   |             |            |
| <b>DEPARTMENT</b> | Health and Safety                              |              |   |             |            |
| <b>LOCATION</b>   | Lincoln Campus                                 |              |   |             |            |
| <b>JOB NUMBER</b> | HS1004   | <b>GRADE</b> | 8 | <b>DATE</b> | April 2019 |
| <b>REPORTS TO</b> | 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 pivotal role in embedding and enforcing a positive Health and Safety culture. This will include a significant audit function and the promotion of effective health and safety awareness to a variety of stakeholders. Activities will also include the enforcement of safe systems of work, premises and environments.



## KEY RESPONSIBILITIES

### Specialist Advice and Guidance

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.

Deliver accurate health and safety information and advice to a variety of stakeholders regarding infrastructure and maintenance activities.

Contribute to the continuous development and improvement of service. Undertake Continuous Personal Development to ensure knowledge of up to date legislative requirements and good practice.

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

Conduct data analysis and produce accurate and timely written reports, for example in relation to accident statistics.

### Liaison and Networking

Oversee some small projects.

Design elements of the health and safety department's intranet. Responsible for reviewing content and ensuring it is accurate and up to date.

Chair some local health and safety meetings (e.g. health and safety committees and working groups). Ensuring stakeholder engagement, allocation of responsibilities and monitoring of action closure. Report findings back to Head of Health and Safety.

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

Attend Project Steering Groups and make recommendations to Head of Health and Safety as necessary.

### 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.

Undertake health and safety inspections of the University facilities and activities, including infrastructure and maintenance activities. Mediate any conflicts of interest, as appropriate. Report findings to the Head of Health and Safety.

Conduct regular audits of infrastructure activities. Audit safety management systems within this function, and mediate any conflicts as appropriate. Monitor and mediate closure of outstanding actions.

Undertake health and safety audits of some organisational units within the university.

Conduct inspections and assessment of fire risks in university buildings and activities. Make recommendations for future improvements.

Audit compliance with duties under Construction Design and Management Regulations (CDM) and good practice. To include:

- Competency of identified roles
- Co-ordination of design and planning
- Quality of pre-construction material
- Communication channels, frequency and effectiveness
- Site management

Conduct an annual audit of the Asbestos Management Plan and Procedure and make recommendations to the Head of Health and Safety.

Audit infrastructure legislative compliance register – to include water management, COSHH, electrical work, electrical works, gas safety case, and report to the Head of Health and Safety.

Produce audit reports to the Head of Health and Safety, highlighting legislative compliance and behavioural safety factors. Escalate outstanding actions to relevant parties as a priority.

### **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.

Responsible for drafting some health and safety policies and procedures as required.



Regular auditing of contractors management procedure and Permit to Work system, and report findings to the Head of Health and Safety.

### **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.

Develop and maintain information for the promotion of safety awareness (e.g. health and safety portal pages)

Responsible for drafting some health and safety policies and procedures as required.

Produce reports for stakeholders including an explanation of complex systems, regulations, procedures or technical specifications for complex contracts.

Participate in the development, implementation and maintenance of University management systems as appropriate. Build relationships and influence network of stakeholders.

Collect and collate information in a suitable form, using appropriate technological solutions and present results as required.

### **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).

Regular delivery of professionally accredited health and safety training programmes to stakeholders, for example, Institution of Occupational Safety & Health.

Conduct an annual audit of training matrix and delivery within Infrastructure and Maintenance activities, and make recommendations to the Head of Health and Safety.



### **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 on the control of activities likely to provide for a serious breach of health and safety legislation.

Deputise for and liaise with the Head of Health and Safety in matters relating to infrastructure development and maintenance when necessary.

Inform associated 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. Inform local managers on the control of activities likely to provide a serious breach of health and safety legislation. The post holder is expected to exercise professional ethics, judgement and knowledge in handling all health and safety issues.

Take independent decisions.

Analyse and interpret conflicting information.

Act as mediator in local conflict resolution.

**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                         |
| Catering  | Health and Safety Executive                                |
| Trade Union Representatives   | Employers Safety personnel, both nationally and regionally |
| All University staff  | Regional and National Safety Groups                        |
| Security staff  | Occupational Health practitioners                          |
|   | Professional Organisations                                 |
|   | Training Organisations                                     |



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

|                  |                              |                   |        |
|------------------|------------------------------|-------------------|--------|
| <b>JOB TITLE</b> | Principal Compliance Officer | <b>JOB NUMBER</b> | HS1004 |
|------------------|------------------------------|-------------------|--------|

| <b>Selection Criteria</b>   | <b>Essential (E) or Desirable (D)</b> | <b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b> |
|---|---------------------------------------|--|
| <b>Qualifications:</b>  |                                       |  |
| 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  |
| NEBOSH Construction Certificate   | D                                     | A  |
| <b>Experience:</b>  |                                       |  |
| 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  |
| Competent and Experienced Auditor   | E                                     | A,I  |
| Experience of Contractor Management and Permit to Work systems                          | D                                     | 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, analysing and presenting data                                 | E                                     | A,I  |
| Experience of monitoring budgets and/or contracts                                       | D                                     | I  |
| Experience of conducting Fire Risk Assessments  | E                                     | A,I  |
| Knowledge of FE/HE sector   | D                                     | I  |
| Experience of working in a large complex organisation                                   | D                                     | A,I  |



|   |   |      |
|---|---|------|
| Practical experience providing CDM coordination   | D | A,I  |
| <b>Skills and Knowledge:</b>  |   |      |
| 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  |
| Ability to influence and negotiate to a variety of stakeholders   | 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    |
| <b>Competencies and Personal Attributes:</b>  |   |      |
| 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    |
| Ability to analyse technical procedures   | E | I    |
| <b>Business Requirements</b>  |   |      |
| 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.



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|---------------|----|-------------|----|
| <b>Author</b> | DS | <b>HRBP</b> | SP |
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