

## UNIVERSITY OF LINCOLN JOB DESCRIPTION



UNIVERSITY OF  
**LINCOLN**

<b>Job Title</b>	Senior Health and Safety Compliance Officer				
<b>Department</b>	Estates				
<b>Location</b>	Brayford Pool				
<b>Job Number</b>	EF5182	<b>Grade</b>	8	<b>Date</b>	July 2020
<b>Reports to</b>	Deputy Director of Estates				

### Context

The University of Lincoln is a high achieving centre of academic excellence which has been recognised nationally and internationally. It is an ambitious, fast-paced dynamic organisation with multiple stakeholders which strives always to improve the student and staff experience and engagement with the wider Lincoln community.

In May 2019, the University of Lincoln rose to its highest ever position in The Guardian University Guide rising to 17<sup>th</sup> place in the national league table, driven by its success in student satisfaction and an impressive student continuation rate. Consequently, the University has been extremely successful in recruiting students to the University and the University continues to outperform the sector in this area. By 2022/23 – there will be in excess of 17,000 students and staff living and working across three sites in Lincoln City Centre, Riseholme and in Holbeach.

The Estates Department comprises a high performing team of estate professionals that continues to manage and develop a high quality estate. The University has an ongoing commitment to invest in its Estate through a capital plan which entails the completion of a number of multi-million pound projects both new build and refurbishment together with a host of minor capital and revenue projects. The Maintenance function is well established to support both recent and planned growth – not least the addition of a Medical School and c.3,000 new bed spaces.

Reporting to the Deputy Director of Estates, the post holder is responsible for driving compliance with health and safety legislation and establishing a robust safety management system throughout the Estates Department.

### Job Purpose

The Senior Health and Safety Compliance Officer will play a significant role within the University's maintenance and facilities team in the development and delivery of safe working practices to support the department's maintenance and facilities strategy and works programmes. The post holder is a key member of the team and will be expected to adopt a flexible working approach and be able to adapt to the demands placed upon the team.

The post holder will be responsible for developing procedures, processes and recommending suitable training within the Estates Department.

The post holder will possess excellent change management skills and will drive improvement within the Department to capture current and future developments within the University built environment.

Working within the Compliance team, the post holder will be responsible for safe delivery of all aspects of reactive, planned and long term maintenance and facilities activities. Managing in-house and contract staff ensuring health, safety and environmental management is paramount.

The post holder will provide high level safety and compliance advice to the Deputy Director of Estates keeping abreast of existing and new legislation affecting activities.

The role will involve the development and implementation of an effective Estates H&S policy within the Estates Department, therefore contributing to a safe and healthy environment throughout the University.

This is a broad remit and recognises that the individual will need to work with all Estates staff from a wide spectrum of professional backgrounds.

The post holder will have responsibility to inform the Head of Maintenance and Facilities and Deputy Director of Estates of any unsafe practices which require immediate attention and to provide advice and guidance in respect of the implementation and co-ordination of the University's Health and Safety policy and procedures.

The post holder will apply experience, knowledge and judgement to determine the best approach to complete the priorities as required.

## KEY RESPONSIBILITIES

### Management of Estates Department Safety Management System (HASMAM)

Using the Health and Safety Management Profile (HASMAM) management standard, develop and maintain robust systems and procedures to effectively manage the safe operations of Estates activities whilst striving for continual improvement.

Liaise with key members of the Estates team to align system procedures therefore adopting an integrated management system for Estates activities (i.e. Energy Management System, Environmental Management System).

Maintain a system for identifying all safety legislation and other requirements pertinent to Estates operations.

Specific focus on compliance with the following: -

- Risk assessments (internal and contractor);
- Accident and near-miss reporting;
- Contractor management;
- Permits to Work;
- Fire safety;
- Asbestos management;

- Construction, Design and Management (CDM) Regulations;
- Statutory inspections;
- Internal auditing/KPI monitoring.

Assist in the development and implementation of a long term safety strategy pertaining to Estates activities and associated University systems.

### **Management of Health and Safety Compliance**

Development and implementation of departmental health and safety policies and procedures, including the maintenance and auditing of the University Compliance Register.

Prepare and deliver an audit schedule for the compliance management of health and safety across the built estate.

The post holder will lead in the management and implementation of statutory obligations required of the University with particular regard to the following: -

- Gas Safety Regulations;
- Pressure Systems Regulations;
- LEV;
- LOLER;
- PUWER;
- Asbestos Regulations.
- Control of Legionella.

The post holder will ensure that University systems are constantly evolving to meet the requirements of developing legislation.

Provide strategic safety advice and guidance to the Head of Maintenance and Facilities and Deputy Director of Estates including the dissemination and monitoring of safety working practices.

Drive safe working practices with all Estates Contractors, with the authority to stop contractors working in the event of unacceptable risks being taken.

Undertake the duties of Responsible Person where required for the discharge of statutory obligations.

### **Provide H&S support and guidance for maintenance operations**

The post holder will apply effective and appropriate safety support, guidance and recommendations to all managers and staff with direct responsibilities for maintenance operations. Ensuring the health, safety and welfare of University employees, students, visitors and contractors are not compromised within the context of the post.

Where relevant ensure that all stakeholders, client groups and external bodies are consulted with during the course of works undertaken on behalf of the Estates Department.

Liaise with all University contractors and suppliers to ensure optimum safety performance is maintained in accordance with contractual service level agreements.

Contribute towards department and University development strategies, aims and objectives.

Maintain all necessary records and archives as required by legislation, University requirements and good practice.

#### **General responsibilities**

Responsible for the day to day line management of Health and Safety Compliance Officers (Estates).

The post holder must be able to work on their own initiative as well as being able to work within a multi-disciplinary team; therefore, an understanding of the requirements of other trades and professions is essential.

The post holder must be prepared to develop new skills as the post requires keeping abreast of new technological and legislative advancement. CPD will be positively encouraged.

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

<b>Key working relationships/networks</b>	
<b>Internal</b>	<b>External</b>
Director/Deputy Director of Estates Health and Safety Department Senior Leadership Team Estates and Technology Steering Group School/Departmental staff members (all levels) Students Students' Union Finance Department Human Resources Department Vice Chancellor's Office Recognised Trade Unions	City of Lincoln Council, Planners and Building Control Lincolnshire County Council West Lindsey District Council Contractors Consultants Key suppliers Commercial partners OfS UMAL insurers Association of University Directors of Estates BRE Relevant Professional Bodies; e.g. USHA

**UNIVERSITY OF LINCOLN**  
**PERSON SPECIFICATION**



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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
HNC/HND/relevant degree qualification	E	A
NEBOSH Diploma or equivalent	E	A
Membership of IOSH	D	A
CDM Coordinator trained	D	A
P405 Asbestos qualification	D	A
<b>Experience</b>		
Providing Health and Safety advice in a construction or facilities management environment	E	A/I
Experience of implementing Safety Management Systems	E	A/I
Contract administration and management of contractors	E	A/I
Management of Permit to Work systems	E	A/I
Experience of sourcing and delivering Health and Safety related training	E	A/I
Project Management and supervisory experience	D	A/I
<b>Skills and Knowledge</b>		
Managing a team of staff or contractors	E	A/I
Inter-disciplinary understanding and awareness	D	A/I
Highly computer literate, e.g. Microsoft Office or equivalent	E	A
Ability to organise self and others	E	A/I
Effective problem solving skills	E	A/I
Ability to work under pressure to tight deadlines	E	A/I
Knowledge of computer based maintenance and compliance management systems	D	A/I
<b>Competencies and Personal Attributes</b>		
Enthusiastic and flexible approach to work	E	I
Effective team member	E	A/I
Able to work independently	E	A/I
Customer orientated approach to work	E	A/I
Professional courteous manner	E	I
Proactive and able to use initiative	E	A/I
<b>Business requirements</b>		
Flexible hours to accommodate very occasional evening and weekend work	E	A/I
Full driving licence	E	A