



Job Title: Health and Safety Business Partner

Grade: 8

Salary: £49,250 to £55,295 per annum, pro-rata if part-time

Department: Estates and Campus Services (ECS)

Hours/Contract: Full-time or job share, Permanent

Job Family: Management and Administration

Reference: 11217

Role Purpose

In alignment with our new structure for the provision of health and safety management advice in the University, we have established the role of Health and Safety Business Partner to support relevant senior leadership teams and ensure they have access to the requisite competence to assist them in discharging their health and safety obligations. Focused on delivering value and service, the business partner role is key to ensuring the University health and safety strategy is supported in the context of the key activities and risks within the area for which they hold responsibility. The business partners are responsible for managing the relationship with key stakeholders and for identifying, shaping and managing how health and safety is implemented in their areas.

This is a highly visible and influential position within the health and safety team and the role holder is expected to effectively act as both an advocate of the 'customer' into the health and safety function and an advocate of health and safety back to the 'customer'. As the Health and Safety Business Partner, you will oversee the development, implementation, and management of health and safety policies, practices, and systems across our campus, primarily within Asset Management and Compliance, but also, more broadly across the Estates and Campus Services division.

Working closely with engineering and projects and operational teams, you will ensure compliance with statutory requirements, provide expert guidance, and promote best practices to maintain a safe and supportive environment for all. The role will demand significant previous experience in working within the built environment and a track record of delivering Health and Safety change in estate management services.

Main Duties and Responsibilities

Typical activities that the role holder can expect to engage in include:

- Establishing themselves as a trusted advisor to stakeholders within the division and provide competent health and safety support and advice to senior leadership and operational teams within the areas for which they have responsibility.
- Ensuring statutory requirements in area for which they hold responsibility are discharged and that there is transparency in compliance reporting.
- Ensuring there is a program of proactive monitoring exercises in place to validate the effectiveness of policies and procedures





- Identifying, validating and shaping health and safety management system requirements (developing policies, procedures, and setting long term objectives) for the area for which they hold responsibility.
- Ensuring health and safety workplans detailing KPI's are developed, maintained and seen to be effective in driving health and safety consistency across the division.
- Deliver health and safety training programs to staff fostering awareness and a positive safety culture
- Oversee incident reporting, investigation processes, and implementation of corrective actions.
- Working collaboratively with the Occupational Health team, where the health and wellbeing of members of staff may be affected by health and safety issues, to ensure that health concerns are recorded and managed appropriately.
- Ensuring full use of the management information platforms in the University to accurately monitor and report on health and safety performance.
- Coordinate and chair as appropriate Health and Safety Committee meetings across the division
- As part of the central Health and Safety team, contribute to discussion, maintain the central platform, drafting communications setting and monitoring objectives etc.

Internal and External Relationships

- Reporting line to the Director of Health Safety and Sustainability
- Dotted line reporting to the Assistant Director of Estates
- Regular contact with key stakeholders across the University
- Regular contact with other health and safety team colleagues
- Contact with suppliers and specialist consultants when necessary
- Proactive and reactive contact with external enforcement agencies (under the guidance of the Director of Health and Safety)

Planning and Organising

- Planning, organising and prioritising personal workload in line with requirements of college and departmental health and safety strategy & plans
- Managing the delivery of monitoring and reporting activities to ensure health and safety performance levels are in line with objectives
- Co-ordinating the provision of health and safety advice to all stakeholders in the areas for which they have responsibility

Qualifications, Knowledge and Experience

Essentials

- Level 6 qualification, or equivalent, in occupational health and safety essential*





- Chartered Membership of IOSH (currently holding or actively pursuing within 6-12 months post appointment*)
- Experience of working with academic and administrative stakeholders in a Business Partner / Account Management / Client Management or Consultancy capacity*
- Significant experience of working within the area(s) for which they have responsibility
- Significant track record of successfully delivering H&S change and development of H&S management services*
- Experience of structured project management methodologies (e.g. PRINCE2 or equivalent)*

Desirable

- Experience of using structured tools & techniques to evaluate risk and design effective risk management solutions*
- Experience of supplier management (in particular specialist consultants)*
- Knowledge of IT development processes and IT technologies designed to assist in the delivery of effective health and safety services*
- Health and Safety training qualification

****Criteria to be used in shortlisting candidates for interview***

Skills, Abilities and Competencies

- Extremely customer-focused, with the ability to understand institutional goals and priorities and translate them into management system requirements*
- A demonstrable ability to identify and understand interdependencies of academic and research activities, and to develop services that are complementary
- A demonstrable ability to work independently to pre-determined objectives without close supervision
- An excellent ability to plan, prioritise workload and modify schedules as required by events*
- An excellent ability to communicate in both written* and oral forms, to technical and non-technical audiences
- Excellent team player and able to effectively lead internal and consultant teams
- A flexible and pragmatic attitude, with a willingness to work, to liaise and engage/influence people at all levels of the organisation

****Criteria to be used in shortlisting candidates for interview***





Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

University Values

Inclusive - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

Inspiring - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

Impactful - As Citizens of Change we will generate new ideas which deliver impact and empower our community

Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

