

## Job Summary

<b>Job Title</b>	Technical Health and Safety Officer
<b>Grade:</b>	7
<b>Salary:</b>	£39,355 to £45,413 per annum, pro-rata if part-time
<b>Department:</b>	Estates and Campus Services
<b>Hours/Contract:</b>	Full-time or job share, Permanent
<b>Job Reference:</b>	11539

### 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 Technical Health and Safety Officer (THSO) to assist in the implementation of the Health and Safety arrangements within the College of Science and Engineering and the College of Life Sciences. They will support a Senior Health and Safety Business Partner who will also operate across both Colleges. Together, they will ensure that the University health and safety management system is being embedded within the Colleges they support ensuring that College senior management are discharging their health and safety obligations appropriately.

The work that the THSO supports is in line with the University Health and Safety Strategy, as well as the relationship with key stakeholders, and ensures health and safety is delivered in the areas which they support.

### Principal Responsibilities

#### Relationship Management

- Develop an understanding by attending meetings, focus groups, of the key risk activities undertaken by the University, playing a key role in developing risk assessments within the areas that they support so they can contribute to effective management solutions
- Assist in the development and implementation of the University health and safety management arrangements (ie writing and reviewing policies and procedures and guidance) in the areas they support by meeting with operational colleagues and dealing with concerns as they arise.
- Maintain an overview, and keep up to date the health and safety risk register developed for the areas they support.

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### Stakeholder Management

- Ensure that within the areas that they support, academic and professional services stakeholders are aligned to University's health and safety strategy. This will include meetings with stakeholders, group workshops and delivering health and safety training, etc.

### Demand Management

- Providing specialist advice, answering diverse queries and making recommendations to university staff and management on health, safety and workplace welfare
- Keeping up to date with current health and safety legislation and supporting the department to review and update the health and safety management system
- Keep data held within IT systems including (but not limited to) training, laser systems, drones, and biologicals up to date. This will include populating our own in house developed IT s, solutions for record keeping and compliance tracking. It will also include producing reports from the systems when required.
- Undertaking health and safety inspections when required and monitoring the completion of remedial actions
- Under the guidance of the Senior Health and Safety Business Partner, participate in
  - health and safety audits
  - accident/incident investigations and monitoring the completion of remedial actions
  - reporting to enforcing authorities
  - designing and delivering training programs

### University Committees

- Prepare reports and documents for the health and safety committees at School/Department or College level

### Internal and External Relationships:

#### Departmental and Cross Department

- Reporting line to the Senior Health and Safety Business Partner
- Meet with the Senior Health and Safety Business Partner to discuss operational matters within the colleges (weekly)

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- Attend departmental staff meetings to discuss operational and management issues relating to the department (weekly)
- Attend accident investigation meetings to discuss ongoing investigations (monthly)
- Deputise for the Senior Health and Safety Business Partner at College Health and Safety Committee meetings (quarterly)
- Regular contact with key stakeholders across CLS and CSE
- Regular contact with other health and safety team colleagues
- Contact with suppliers and specialist consultants when necessary
- Supporting communication with external organisations when required
- Liaise with Occupational Health to ensure the delivery of the strategies for both occupational health and safety are integrated.

### Planning and Organising

- Planning, organising and prioritising personal workload, in line with requirements of college and departmental health and safety strategy & plans
- Supporting 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 they support
- React to, and assist with health and safety situations and problems as they occur within the areas they support
- Planning and developing training programmes in own area of expertise in response to changes to legislation, University requirements and best practice (1yr +).

### Qualifications, Knowledge and Experience

#### Essentials

- In possession of, or working towards Level 3 qualification, or equivalent, in occupational health and safety (including the NEBOSH General Certificate)
- Significant experience of working within the STEM subject areas including the implementation of health and safety policy and procedures across laboratories or workshops

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- Undergraduate degree in a relevant STEM subject
- Experience of working with academic, professional services and administrative stakeholders
- Good IT skills, including experience with Microsoft 365 and SharePoint

### Desirable

- Member of a professional body such as IOSH or the Biosafety scheme in ISTR
- Postgraduate degree in a relevant STEM subject
- Experience in working within a laboratory or workshop setting

### ***\*Criteria to be used to shortlist candidates for interview***

### Skills, Abilities and Competencies

- A demonstrable ability to work independently to pre-determined objectives without close supervision
- Ability to work on own initiative, or as part of a team and be able to work under pressure
- Effective oral and written skills in order to communicate to technical and non-technical audiences
- A flexible and pragmatic attitude, with a willingness to work, to liaise and engage people at all levels of the organisation
- Be willing to undertake continuous professional development, including aspiring to obtain a level 6 health and safety qualification within 3 years of appointment

### Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

### Supporting University Activities

As a University of Leicester citizen, you are encouraged to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We encourage all staff as citizens to work flexibly across the University if required. If supporting these activities is likely to affect your workload, please speak to your line manager in the first instance.

### 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 the 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.