



Job Title:	Health and Safety Business Partner (Projects and Planning)
Grade:	8
Salary:	£43,267 to £48,677 per annum
Department:	Projects and Planning, Estates and Campus Services
Hours/Contract:	Permanent, Full time
Reference:	915

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 colleges and departments.

In this context, the business partners are responsible for managing the relationship with key stakeholders and for identifying, shaping and managing how health and safety is delivered in the areas for which they have responsibility.

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'.

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

- Managing assigned areas for which they have responsibility, managing associated relationships, focusing on improving health and safety service delivery and aligning departmental stakeholder expectations with those of the University's health and safety strategy
- Providing health and safety competent person resource to the senior leadership team within the areas for which they have responsibility
- Identifying, validating and shaping health and safety management system requirements
- Providing University stakeholders with insight & feedback to better inform our actions and decisions
- Establishing themselves as a trusted advisor to stakeholders so that they are able to understand and align with key technology related strategies and appreciate opportunities to exploit technology capabilities & innovation
- Escalating performance issues on behalf of stakeholders where the areas for which they have responsibility are failing to meet their health and safety obligations; ensuring that stakeholders understand their responsibilities
- Work collaboratively with the Occupational Health team, where the health and wellbeing of members of staff may be affected by safety issues, to ensure that health concerns are recorded and managed appropriately.
- Work with managers to undertake workplace measurements to inform the University Health Surveillance requirements, and ensure that these are communicated to Occupational Health.





Main Duties and Responsibilities	% Time
<p>Relationship Management</p> <ul style="list-style-type: none"> Developing effective insight into the key risk activities undertaken by the University so they can develop effective management solutions Undertaking effective 'customer' representation within the University and acting as their advocate within the development of organisational health and safety management arrangements Actively monitoring and addressing the quality of relationships with key stakeholders (through effective performance indicators and related management information) Actively managing the health and safety risk register developed for the areas for which they have responsibility Liaison with Occupational Health, as the experts on staff health, to ensure the delivery of the strategies for both occupational health and safety are integrated. 	30
<p>Stakeholder Management</p> <ul style="list-style-type: none"> Undertaking effective health and safety advocacy to ensure that academic and corporate services stakeholders are aligned to University's health and safety strategy Promotion of technology capabilities/innovation opportunities to enable improvements for stakeholders 	30
<p>Demand Management</p> <ul style="list-style-type: none"> Identifying and validating new demand for health and safety management services and shaping it in a way that effectively aligns it with strategy, value for money considerations, compliance, and wider university strategy/policy Reviewing external resource (from specialist consultants) to ensure that all university users (in the areas for which they have responsibility) are supported by the requisite level of health and safety competence Actively managing the 'flow' of demand to keep it line with health and safety capacity and effectively manage stakeholder expectations 	40
Internal and External Relationships	
<ul style="list-style-type: none"> Reporting line to the Director of Health and Safety 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

Essential

- Level 6 qualification, or equivalent, in occupational health and safety*
- Chartered Membership of IOSH*
- 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

Essential

- Extremely customer-focussed, 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

Desirable

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

VITAL

The University encourages all staff to live our [VITAL values](#) which are:
Valuing People, Innovators, Together, Accountable, Leaders.

Equality and Diversity

We believe that equality, 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 equality 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 equality, diversity and inclusion.

