

Health and Safety Manager Role & Responsibilities

It will be for each Faculty/Directorate to determine its requirements against the assessed level of risk. The standard set below is to be considered as the minimum requirements.

Grade: Grade SG8 (or equivalent) and above

Appointed by: Faculty Operating Officer (FOO) or Director of Service (DoS)

Competency: IOSH Managing Safely (or equivalent e.g. University Core H&S Course)

Job Purpose:

- To support the FOO / DoS in promoting and advising the Faculty / Directorate on matters of health and safety.
- To ensure a safe working environment within the Faculty / Directorate and maintain the wellbeing of staff, students, contractors and visitors in support of the University's Corporate Strategy.
- To implement effective H&S arrangements; Ensuring the Faculty / Directorate meets its statutory obligations for health and safety and aims to surpass them where possible.
- Oversee H&S within their specified area and ensure that issues are escalated for consideration at senior management level where appropriate.
- Oversee consistency of delivery of H&S matters within their area of responsibility, including identifying actions to address significant issues.
- Ensure local H&S communication is effective and appropriate for the level of risk in their area of responsibility.
- In liaison with senior management, ensure that sufficient resources/funds are available to meet the requirements of the University H&S policy.

Specific responsibilities:

- Assist with embedding Health and Safety across the Faculty/Directorate, to ensure a consistent, professional and positive approach to the management of health and safety, including the development of a high-performing and strong health and safety culture.
- Assist with the implementation of local H&S arrangements in line with the University Health and Safety Strategy and Plan.
- Ensure that any local H&S performance assists in ensuring the University meets its obligations under health and safety legislation.
- Provide H&S assurance to local Senior Management team and the H&S Unit, including notifying of any deficiencies, formulating remedial actions where required, and progressing these to closure.
- Establish/attend the specified local H&S Committee to ensure staff are consulted on H&S matters that affect them. This includes consultation with trade union representatives, as appropriate.
- Ensure the Faculty / Directorate is represented at the University H&S Consultative committee.
- Co-ordinate local participation with H&S Unit audit / continuous improvement activities (e.g Safety Statements, and HASMAP audits).
- Co-ordinate allocated resources for the management of H&S. This includes the appointment of the H&S Local Officers, DSE Assessors, First Aiders, Fire Wardens and / or other relevant H&S post holders, to assist in implementation of effective H&S arrangements.