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Job description and person specification

Health and Safety Coordinator

Job description

Job title	Health and Safety Coordinator
College/Exec Group	People
Department/Team	Health & Safety
Accountable to	Director of Health & Safety
Contract	Fixed Term - 12 months
Term	37 hours per week, 52 weeks per year
Grade	Grade 4
Salary	£40,199 - £49,072 per annum
Location	Various sites - London
Job family	Professional & Administrative
HERA reference	001836

Purpose of the role

To support the operational health and safety team in improving internal quality management processes, enhancing training delivery, and developing effective triage systems for Fire as well as Health and Safety issues. The role enables advisers to focus on complex advisory work by providing robust coordination and general Health and Safety support.

Key duties and responsibilities

- Support the operational team in managing and improving internal Health and Safety processes.
- Assist in developing, delivering and recording Health and Safety training and awareness sessions.
- Maintain a University-wide training matrix to identify Health and Safety needs across roles.
- Collaborate with Health and Safety Coordinators to design triage systems for Fire and Health and Safety concerns.
- Provide first-line support for general Health and Safety queries, including managing the shared inbox.
- Maintain, update and streamline Health and Safety documentation and records to ensure accessibility and engagement.

- Monitor and maintain Health and Safety systems, liaising with providers on developments and improvements.
- Monitor compliance with Health and Safety procedures and escalate concerns where required.
- Coordinate routine inspections, incident reporting and follow-up actions.
- Support audits, reviews and reporting by preparing accurate data and analysis.
- Promote a culture of safety, consistency and continuous improvement across departments.
- Liaise with internal stakeholders to ensure aligned and consistent Health and Safety practices.
- Contribute to Health and Safety communications and campaigns, including intranet and website updates.
- Maintain awareness of relevant legislation, policies and internal guidance.
- Provide administrative support to the Health and Safety team and help advisers focus on strategic priorities.

Key working relationships

- Health and Safety Team.
- Operational Teams.
- Facilities and Estates.
- Departmental Safety Representatives.

General duties

These duties below are in addition to the duties and responsibilities listed above:

- Perform duties and tasks consistent within the scope and grade of your role as reasonably may be expected and assigned to you from anywhere within the university.
- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Staff Charter and Dignity at Work Policy and anti-racism plans, promoting equality diversity and inclusion in your work.
- Undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning and Review Conversations (PRC) scheme and staff development opportunities.
- Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.
- Contribute to the University's Climate Action Plan and Social Purpose Strategy which sets out our principles, commitments and goals towards climate justice and our socio-environmental purpose.

Person specification

This section provides a list of up to 10 essential criteria (and up to 2 desirable criteria if specified) that you will need to demonstrate you meet as part of the recruitment process.

Experience, knowledge and qualifications

- Experience in health and safety coordination or administration.
- Understanding of health and safety legislation and internal quality systems.
- Relevant health and safety training or qualification (e.g., IOSH Managing Safely).

Communication skills

- Communicates effectively orally and in writing, adapting the message for a diverse audience in an inclusive and accessible way.

Research, teaching and learning or Professional practice

- Applies practical approaches to support operational H&S delivery and training.

Planning and managing resources

- Plans, prioritises and organises work effectively to achieve team objectives on time.

Teamwork

- Works collaboratively with colleagues across different departments and professional groups, ensuring the principles of equality, diversity and inclusion are upheld.

Student experience or customer service

- Builds and maintains positive, inclusive relationships, providing responsive support to both external and internal stakeholders.

Creativity, innovation and problem-solving

- Suggests practical solutions to improve health and safety processes and triage systems.