

UAL JOB DESCRIPTION	
Job title: H&S Adviser - Estates	Accountable to: Sarah Mitchell
Contract length: Permanent	Hours per week: 37 Weeks per year: 52
Salary: £45,603 to £54,943 per annum	Grade: 6
Service: Health and Safety	Location: Kings Cross
<p>Who are we?</p> <p>University of the Arts London (UAL) has an international reputation in art, design, fashion, communication and performing arts, and close to 19,000 students from over 130 countries. UAL is made up of six colleges – Camberwell College of Arts, Central Saint Martins, Chelsea College of Arts, London College of Communication, London College of Fashion and Wimbledon College of Arts, with origins dating back to the mid 19th century. Our colleges offer more than 100 undergraduate courses – and we are home to Europe's largest postgraduate arts and design community. UAL employs around 2500 salaried staff plus our associate and visiting lecturers.</p> <p>The health and safety team is part of the Operations and External Affairs (OEA) team which reports to the Deputy Vice Chancellor Operations (the UAL Chief Operating Officer). Lead by the Director of Health & Safety, the team provides a trusted source of expertise and support to the university to ensure the health and safety of staff and students, and those affected by what we do.</p> <p>The Estates Department at UAL plays a vital role in ensuring that the environment in which our students and staff learn, study, work and teach supports these endeavours. With a total estate exceeding 160,000 m2 spread across 14 sites from Wimbledon in South West London to Hackney in the North East.</p> <p>The Estate includes 14 Halls of Residence which are available to students who have an offer for a place on a course at the UAL and some rooms are also let to the public during the summer months. Currently three of these halls are owned/operated by UAL, the remainder being owned, operated and maintained by third parties.</p> <p>The Facilities Management team work around the clock to maintain the estate. They deal with 26,000 Helpdesk requests per year, dispose of 1,200 tonnes of waste per year including a small amount of hazardous waste, manages a cleaning and maintenance budget of £11m approximately and manage the facilities maintenance contract with Bouygues to ensure the buildings are clean and well maintained.</p>	

Retail and Catering – UAL operates 10 art shops and 17 catering outlets across the estate

Major projects – UAL has embarked on transformative multi-million pound construction projects to build new sites for London College of Fashion in Stratford and London College of Communication in Elephant and Castle.

What is the purpose of the role?

The H&S Adviser – Estates is a new senior role within the H&S team reporting to the Director of H&S. The post holder's experience and qualifications will provide UAL with access to a trusted source of specialist expertise and advice on all aspects of health and safety, and fire safety relevant to the management of a complex university estate.

The role will deputise for the Director of H&S and is expected to be able to represent the Director of H&S in their absence.

The role is responsible for fire safety compliance across UAL and, as well as managing the Fire Safety Adviser, the role will work closely with the College H&S Advisers to drive improvements in fire safety awareness and behaviours.

The role is outbased with the Estates team and is expected to actively develop a deep understanding of the Estates team activities, including their health and safety risks.

The post holder will maintain the highest standards of integrity at all times, modelling the desired H&S behaviours and act within their competence, escalating any significant issues to the Director of H&S.

Duties and Responsibilities

1. Provide the Director of H&S and the Director of Estates with a trusted source of professional expertise, advice and support in health and safety within facilities maintenance, accommodation, retail, catering, projects and construction works.
2. Develop and regularly review the Estates health and safety risk register and undertake assurance activities to verify that the risks are being managed effectively. Identify new, emerging or changing risks and work with the Estates team to manage those risks.
3. Escalate significant H&S issues, incidents and matters of concern to the Director of H&S.
4. Lead the regular review of the Department's risk assessments, ensure that these are reviewed following incidents and accidents and advise on the suitability and sufficiency of contractor risk assessments.

5. Lead the collation and review of health and safety performance data to provide meaningful information on the effectiveness of the management of the Department's H&S risks.
6. Work with the Estates leadership team to create, monitor and update the Estates H&S management procedures to ensure they are effective, comprehensive and that compliance with H&S legal requirements is achieved.
7. Prepare and present high-quality health and safety reports.
8. Undertake investigations into significant and potentially significant accidents, incidents and near misses in accordance with the University's procedures.
9. Support the Estates senior management team in reviewing and actioning findings from audits and inspections, and tracking progress to completion.
10. Deliver briefings as appropriate within their own areas of competence and advise on health and safety competence issues or training requirements.
11. Represent the Director of Estates and Director of H&S with external agencies such as London Fire Brigade and the HSE when required.
12. Advise Managers, Supervisors and Staff on the University H&S policy and procedures.
13. Monitoring and auditing FM's health and safety management arrangements and effectiveness.
14. Monitoring and advising on compliance and other residential safety requirements in halls including interfacing with Accreditation Network UK (ANUK) inspectors.
15. Manage the fire safety adviser ensuring that they have regular one to ones, appraisals, training and development in accordance with the University's HR procedures.
16. Monitor the Estates Department's health and safety arrangements. Undertaking periodic site visits to assess the implementation of health and safety policies, procedures and guidance.
17. Providing a focal point for Estates-related health and safety related queries within the Estates team and on behalf of the H&S department.
18. Provide H&S input to project and construction work, undertake site inspections to verify safe systems of work in particular where there are significant risks involved
19. Provide the Estates and H&S team with expert advice on the application of the CDM Regulations.

General (all staff)

- Assume other reasonable duties consistent with your role, as determined, which may be assigned to you anywhere within the University.

- Undertake health and safety duties and responsibilities appropriate to the role.
- Work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity 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, Review and Appraisal scheme and staff development opportunities.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022)

Key Working Relationships

- Director of Health and Safety
- Directors of College Administration
- Director of Estates
- Associate Director of Estates Management and Development
- Associate Director of Estates Catering, Retail and Accommodation
- Health and Safety Advisers (Colleges)
- Fire Safety Adviser
- Heads of Facilities and Facilities Assistants
- F&M provider's Contract Manager.

Specific Management Responsibilities

Staff: 1 – Fire Safety Adviser

Last updated: August 2018

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Extensive working knowledge of Health and Safety legislation, particularly the Construction Design and Management (CDM) Regulations, Building Regulations, the Regulatory Reform (Fire Safety) Regulations and associated guidance and approved codes. Understanding of the Equality Act. • Knowledge of management factors relating to successful Health and Safety performance together with knowledge of the technical aspects of Construction Health and Safety practice. Expertise in the development, implementation and audit of Health and Safety control systems. • Good understanding of the implications of the H&S Sentencing Guidelines and the Corporate Manslaughter and Corporate Homicide Act 2007 Knowledge of Environmental Regulations and best practice NEBOSH Diploma or equivalent professional qualification. Alternatively relevant experience and a commitment to achieving a relevant qualification.
Relevant Experience	<ul style="list-style-type: none"> • Practical and operational knowledge of building construction, engineering, water safety, management of asbestos, maintenance building systems, sleeping accommodation, public and event spaces, the management of contractors. • Experience of risk led safety management systems. • Proven track record in leading and managing health and safety within a complex environment • Extensive experience of delivering meaningful health and safety training and building health and safety competency in others

Communication Skills	<ul style="list-style-type: none"> • Excellent verbal and written communication skills with the ability to document complex technical material, write and implement policy and procedural information and clearly explain matters of detail • Strong decision-making capabilities with the ability to evidence and present rationale for decisions made in terms of policy matters, day-to-day practical safety issues and contribution to acute situations where practical health and safety direction, guidance and advice are essential • Good presentation skills to deliver information and training on complex Health and Safety topics to a range of audiences.
Leadership and Management	<ul style="list-style-type: none"> • Strong management skills with a demonstrable ability to develop high performing teams • Ability to think and operate strategically, provide clear direction, sponsor change and continuous improvement Authoritative and credible demeanour, able to challenge constructively, engage colleagues and build solid, effective and enduring relationships. • Adept in analysing and managing hazardous or emergency situations whilst generating confidence from colleagues and associates
Professional Practice	<ul style="list-style-type: none"> • Ability to apply informed and experienced professional judgement in the planning and resolution of issues rather than reference to rules and regulations • The ability to research, assimilate and organise complex information, making appropriate judgements about the relevance of information for specific groups • A strong track record and practical experience of incident control, investigation, recording and reporting. Demonstrable experience of supporting the management of contractors as well as an understanding of construction works within a large multi-disciplinary organisation.

Planning and Managing Resources	<ul style="list-style-type: none"> • A self-motivated individual with the ability to work effectively under pressure and to tight timescales with an aptitude for prioritising and managing competing demands. • Understanding the demands and priorities of stakeholders and partners and able to adjust and reflect these without compromising health and safety. • Experienced in the production of detailed Health and Safety Plans and successfully developing electronic and manual Health and Safety records management systems.
Teamwork	<ul style="list-style-type: none"> • Proven experience of working as a key member of a multidisciplinary team, providing leadership, support and challenge.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none"> • Strong analytical and problem-solving capabilities with the ability to form objective and balanced judgements and reach strategic, organisational and operational decisions, often with significant and enduring consequences

Please make sure you provide evidence to demonstrate clearly how you meet these criteria, **which are all essential unless marked otherwise**. Shortlisting will be based on your responses.