

JOB DESCRIPTION	
Job title: Head of Health and Safety-Operations	Accountable to: Director of Health and Safety
Contract length: Permanent	Hours per week: Weeks per year: 52
Salary: £53,011.00 - £64,032.00 per annum	Grade: 7
Service: Operations and External Affairs – Health and Safety	Location: Kings Cross
<p>Who are the health and safety team?</p> <p>Led by the Director of Health and Safety, the Health and Safety team provides professional expertise in all matters relating to safety, work-related health and fire safety to our staff and students. We work in collaboration with colleagues across the university to ensure that people are able to work, study, create and visit us safely and without harm to their health. The team consists of health and safety advisors providing local support to the colleges, a senior health and safety advisor for estates, a fire safety advisor, a health and safety assurance manager and a team administrator.</p> <p>The team is part of the Operations and External Affairs Department which is made up of a broad range of professional staff who support the work of the university. Over 500 such staff work in a spread of departments that form part of 'Operations and External Affairs'. They cover areas ranging from IT, estates, communications and alumni relations through to HR, health and safety, and our commercial activities.</p>	
<p>What is the purpose of the role?</p> <p>The Head of Health and Safety – Operations is a senior management role within the health and safety team; the role is accountable to the Director of Health and Safety.</p> <p>The post-holder is required to demonstrate leadership, apply their specialist skills and knowledge of occupational health and safety and to provide direction and support to managers to</p> <ul style="list-style-type: none"> Operationalise the University's health and safety strategy, and Evaluating the effectiveness of the University's health and safety management arrangements 'on the ground' to ensure that health and safety risks are controlled and ensure compliance with relevant health and safety law and regulations <p>The post-holder is responsible for managing the College Health and Safety Advisors.</p> <p>The post-holder is required to</p> <ul style="list-style-type: none"> monitor performance, share good practices and identify opportunities to improve health and safety management in line with the UAL's Safety, Health and Wellbeing Strategy build long-term relationships with senior managers and operational managers across the Colleges and Departments and to develop positive working relationships with their key stakeholders ensure the consistent application of the University's health and safety management system and, if necessary, recommend changes to maximise opportunities to improve health and safety or address poor performance engage and influence stakeholders to promote the health and safety vision, goals and targets and influence the development of a positive health and safety culture. 	

The post will deputise (within their area of responsibility) for the Director of Health and Safety from time to time, when required.

Duties and Responsibilities

1. Manage the College Health and Safety Advisors ensuring that they have development plans in place, carrying out regular one-to-ones and completing probationary/ performance reviews in accordance with the University's HR procedures.
2. Implement the UAL Safety, Health and Wellbeing Strategy, as set by the Director of Health and Safety, and contribute to reviews of the Strategy's progress and effectiveness.
3. Monitor College and Departmental compliance with relevant UK health and Safety Regulations, and the UAL health and safety management system. Develop and implement remedial actions to address any shortfalls in compliance in agreement with the Director of Health and Safety and responsible managers within the Colleges and Departments. Make recommendations for improvements in the management system.
4. Lead and inspire the Health & Safety Advisors to provide the Colleges and University Services Departments with the relevant technical expertise whilst role modelling a staff and student focussed approach. Create a learning environment that enables the team to be the best it can be, whilst providing a consistent, best practice approach to standards, processes and policies throughout UAL.
5. Ensure that health and safety inspections and health surveillance visits are carried out to the required frequency and standard, and that findings are reported to responsible managers for action.
6. Identify any new or emerging significant risks to the health and safety of staff, students or others and ensure measures are taken to contain those risks. Escalate the risk(s) and report the actions taken to the Director of Health and Safety and respective College or Departmental Responsible Manager (s) and suggest solutions for their consideration.
7. Support the College/Departmental leadership teams in developing and understanding their health and safety risk profiles and ensure that these inform their local management responsibilities and arrangements for health and safety.
8. Facilitate the development, review and updating of College and (where required) Departmental Health and Safety Operational Improvement Plans to address and improve the control of health and safety risks.
9. Provide high quality management reports on operational health and safety performance to the Director of Health and Safety. Prepare and/ or deliver presentations to College and other management meetings.
10. Ensure all accidents, incidents and near misses are reported in accordance with the RIDDOR Regulations and UAL procedures. Undertake local investigations into RIDDOR reportable specified injuries and dangerous occurrences on behalf of the Director of Health and Safety.
11. Support and motivate the College and Departmental management teams to provide health and safety leadership and to give appropriate priority to health and safety in relation to academic and other university objectives. Advise on how managers can improve their local health and safety culture.

12. Support and advise on the delivery of H&S training and the identification of training requirements for staff and students. Review the effectiveness of training and ensure that there is consistency across UAL operations.
13. Plan and manage significant H&S projects and contribute to University projects that have an impact on the HS&W of staff, students and others affected by the University's business.
14. Promote and apply professional and ethical standards to your health and safety practice, and that of the Health and Safety Advisors.

As a senior member of the University the following applies:

- You are expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.
- You may be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.
- You may be required to regularly travel to other sites as necessary.

General

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.
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL Sustainability Manifesto (2016 – 2022).
- Conduct all financial matters associated with the role accordance to the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships

The postholder will need to develop and maintain positive and effective working relationships with the following and their teams:

- Directors of College Administration
- Heads of Technical Resources (CCW, LCC and CSM)
- Director of Technical Resources (LCF)
- Insurance administrator
- Human resources business partners
- Fellow team members
- Occupational health

Specific Management Responsibilities

Budgets:

Staff: 4

Other (e.g. accommodation; equipment):
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Last updated: xxx

[Include structure chart if available/appropriate]

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	Qualifications, Experience and Characteristics Seasoned H&S professional with NEBOSH Diploma or equivalent qualification, preferably CMIOSH.
Relevant Experience	H&S leadership and management experience within a complex customer focussed environment. Excellent track record of influencing a range of stakeholders at a senior level and decisive actions to implement agreed strategies. Experience of working with Trade Unions. To be able to work in a complex environment Sound analytical skills including the ability to interpret and present a range of statistical and qualitative data and identify trends in a meaningful way.
Communication Skills	Communicates technical or specialist ideas or information persuasively adapting the style and message to a diverse audience in an inclusive and accessible way
Leadership and Management	Motivates and leads a team effectively setting clear objectives to manage performance
Professional Practice	Maintain professional membership(s) and CPD. Comply with the IOSH requirements for Chartered members.
Planning and Managing Resources	Effectively plans and manages operational activities or large projects to achieve long term objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Makes a significant contribution to improving the student or customer experience to promote an inclusive environment for students, colleagues or customers
Creativity, Innovation and Problem Solving	Identifies innovative solutions to problems to bring a wider benefit to the organisation

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.

[OPTIONAL ALTERNATIVE, for discussion with HR: The application form sets out a number of competence questions related to these selection criteria. Shortlisting will be based on your responses to these questions.]

[Psychometric testing must be included here if relevant]

Last updated: xxx