

UAL JOB DESCRIPTION	
Job title: H&S Advisor – [CCW/ CSM/ LCF/ LCC delete as applicable]	Accountable to: Sarah Mitchell, Director of Health and Safety
Contract length: Permanent	Hours per week: 37 Weeks per year: 52
Salary:	Grade: 5
Service: Health and Safety/ Operations and External Affairs	Location: [Chelsea Millbank/ Kings Cross/ John Princes Street/ Elephant and Castle delete as applicable]
<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 University has an extensive programme of shows and events across the year from local student shows to major external events. UAL also engages in collaborative programmes and projects with external parties some of whom occupy UAL owned/ managed spaces.</p> <p>The health and safety team are 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>UAL has a total estate exceeding 160,000 m2 spread across 15 sites from Wimbledon in South West London to Hackney in the North East. UAL also operates 10 art shops and 17 catering outlets based across the Colleges. The University is investing millions of pounds into major construction projects to build new sites for London College of Fashion in Stratford and London College of Communication in Elephant and Castle.</p>	

What is the purpose of the role?

The purpose of the role is to provide College staff and students with access to a trusted source of specialist expertise and advice on all aspects of health and safety relevant to the operational and academic activities of the College.

The post holder is required to advise on day-to-day health and safety incidents and issues as they arise at their College as well as contributing to the College's strategic plans.

In addition, the post holder is expected to contribute to development of the UAL health and safety management system, to play an active part in the health and safety team and to work with colleagues in the health and safety team on cross-college issues.

The H&S Advisor - College role reports to the Director of H&S and is out-based in their College's main site.

Duties and Responsibilities

1. Provide the Director of H&S, the Pro-Vice Chancellor (Head of College) and the College senior leadership teams with a trusted source of professional expertise in health and safety.
2. Ensure the College complies with all applicable health and safety legislation, regulations, approved codes of practice and guidance. Advise on any upcoming changes to these which may affect the College's activities.
3. Escalate significant H&S issues, incidents and matters of concern including significant areas of non-compliance with health and safety law to the Director of H&S and the DOCA.
4. Periodically review the College's risk assessments to ensure that they are suitable and sufficient, remain current and valid, and comply with legislative requirements where necessary. Ensure that risk assessments are reviewed and updated following accidents and incidents. Agree a schedule of reviews with your local college management team.
5. Support staff and students to undertake risk assessments, and provide expertise for the more technical risk assessments such as for COSHH, PUWER, Working at Height and LOLER risk assessments, non-routine DSE and new and expectant mothers.
6. Ensure that all reported accidents, incidents and near misses are entered into the University's accident database within the required timescales and to the required quality. Ensure that records are complete and that they are closed out in a timely

manner. Encourage staff and students to report accidents, incidents and near misses.

7. Ensure compliance with the Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR) Regulations 2015 for accidents and incidents.
8. Undertake investigations into significant and potentially significant accidents, incidents and near misses in accordance with the University's procedures. Present findings to the College H&S Committee meetings.
9. Prepare and present health and safety performance reports for the College Health and Safety Committee meetings. Assist with preparing the agenda for the Committee meetings.
10. Deliver health and safety inductions, training and briefings (as appropriate within the post holder's own areas of competence), advise on health and safety competence issues and training requirements for staff and students.
11. Represent the Director of H&S and Pro-Vice Chancellor with external agencies such as London Fire Brigade, local authority enforcement officers and the HSE if required.
12. Promote the health and safety management system within the College ensuring that the College management team are fully briefed. Advise Managers, Supervisors and Staff on the content and application of the University H&S policy and procedures.
13. Review and monitor findings from statutory inspections (i.e. LEV, pressure vessels and lifting equipment owned and operated by the College) and ensure that the College is taking appropriate action to address high risk and time qualified defects.
14. Plan and deliver a schedule of joint workplace health and safety inspections to verify the effectiveness of local safety management arrangements. This should include workshops, laboratories, plant and equipment, archives and storage areas, offices, studios, canteens and communal areas across the College site(s). Share findings, escalate urgent defects and make recommendations for improvement.
15. Facilitate delivery of occupational health screening acting as a focal point between staff and the occupational health provider. Monitor and follow up attendance. Ensure that any staff referred to the OH Physician or who receive any positive diagnosis of a new or worsening occupational disease are supported and that management plans are put in place.
16. Organise occupational hygiene monitoring (air sampling, personal monitoring etc) for hazardous processes within the College to verify the effectiveness of controls. Undertake this monitoring where trained to do so.

17. Attend College meetings such as the College Operating Group or equivalent, Building User Groups, senior team meetings, technical resources meetings etc to provide health and safety support as required.
18. Support the completion of fire risk assessments for the College buildings and facilitate progress with completing the actions from the risk assessments. Monitor compliance with the Regulatory Reform (Fire Safety) Order. Ensure that fire drills take place to the required frequency. Monitor fire alarm tests and drills; collate and record feedback on scheduled drills and unscheduled fire evacuations. Provide advice on suitable arrangements for Personal Emergency Evacuations Plans (PEEPS) staff, students and visitors.
19. Signpost staff and students if needed to other support services within the University such as disability services and human resources.
20. Maintain good working relationships with trade union safety representatives.
21. Provide support and cover for other health and safety team members as needed e.g. for sickness and annual leave.
22. Maintain the highest standards of integrity at all times, modelling the desired health and safety behaviours and providing health and safety advice within the post holder's competence.

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.

<p>Key Working Relationships</p> <ul style="list-style-type: none"> • Director of Health and Safety • Health and Safety Advisors • Fire Safety Advisor • Pro Vice Chancellor (Head of College) • Director of College Administration • Head of Technical Resources (or equivalent) and the technical teams • Facilities Manager(s) and teams • Programme Directors and Course Leaders • Deans • Operations managers (where these exist)
<p>Specific Management Responsibilities</p> <p>Staff: none</p>

Last updated: Feb 2019

[Include structure chart if available/appropriate]

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<p>Extensive working knowledge of Health and Safety legislation.</p> <p>NEBOSH Certificate</p> <p>NEBOSH Diploma or equivalent professional qualification – or commitment to achieving this within a defined period where relevant experience can be demonstrated.</p> <p>Graduate member of IOSH working towards Chartered status.</p>
Relevant Experience	<p>Proven track record in managing health and safety within creative environments or similar complex and dynamic environments.</p> <p>Practical experience of applying technical health and safety requirements in the workplace such as COSHH, DSE and manual handling assessments, fire drills and risk assessment, DSEAR, PUWER, working at height and LOLER.</p> <p>Extensive experience of delivering health and safety training which really engages people and in building health and safety competency in others.</p>
Communication Skills	<p>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.</p> <p>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.</p> <p>Ability to interpret complex Health and Safety topics to make them relevant to a range of audiences.</p>
Leadership and Management	<p>Authoritative and credible demeanour, able to challenge constructively, engage colleagues and build solid, effective and enduring relationships.</p> <p>Adept in analysing and managing hazardous or emergency situations whilst generating confidence from colleagues and associates.</p>

Professional Practice	<p>Ability to apply informed and experienced professional judgement in the planning and resolution of issues rather than reference to rules and regulations.</p> <p>The ability to research, assimilate and organise complex information, making appropriate judgements about the relevance of information for specific groups.</p> <p>A strong track record and practical experience of incident control, investigation, recording and reporting.</p> <p>Able to demonstrate and provide evidence of ongoing maintenance of professional competence as a Graduate or Chartered member of IOSH.</p>
Planning and Managing Resources	<p>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.</p> <p>Understanding the demands and priorities of stakeholders and partners and able to adjust and reflect these without compromising health and safety.</p> <p>Experienced in the production of detailed Health and Safety Plans and successfully developing electronic and manual Health and Safety records management systems.</p>
Teamwork	Proven experience of working as a key member of a multidisciplinary team, providing leadership, support and challenge.
Creativity, Innovation and Problem Solving	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.

[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