

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Director of Health and Safety for UAL

Reporting to: Deputy Vice Chancellor (Chief Operating Officer)

Contract Length: Permanent

Weeks per year: 52

Hours per week/FTE: 37

Salary: Competitive

Grade: Individual Contract

Location: UAL locations

Service: Operations and External Affairs (OEA)

Purpose of Job:

This is a demanding and unusual opportunity to lead a newly created central team and to play the key role in development and delivery of the University's future strategy for Health and Safety at UAL. The post holder will have responsibility for both strategy and implementation of health and safety, advising the Executive Board, senior leadership teams and the Court of Governors as appropriate.

The post/service holder will need to possess the professional confidence and expertise to influence Executive Board and College leadership teams, and to engage them effectively in the process of change in how we approach Health and Safety at UAL.

This post holder will lead the continuing design, delivery and embedding of an effective health and safety culture at the university by working closely with senior leadership colleagues both across our Colleges and University Service departments. The post holder will be expected to be a source of expert advice and support and also to contribute fully to strategic Health & Safety thinking and business planning across the organisation.

This post holder will be accountable for ensuring and enabling UAL to operate safely and to allow its staff, students and visitors to go about their business or studies through the application of good health and safety practices. It is critical that the development and implementation of effective management systems result in a measurable, evidenced, consistent culture of excellence in health and safety at UAL.

The post holder will be expected to determine and agree the objectives of health and safety staff across the University and to organise and delegate work as appropriate. They will also initiate, lead or liaise with both internal and external bodies and stakeholders including the Health and Safety Executive, Fire Authorities, building contractors and internal committees.

Main Duties and Responsibilities:

- Develop and deliver engaging, creative and innovative approaches that support the development and delivery of a high performance health and safety culture at UAL for staff, students and visitors.
- Coach and support UAL leadership teams and nurture a culture where everyone is focused on managing health and safety and reducing risk.
- Promote, facilitate and enable a culture at the University where all staff and students understand their health and safety obligations and the contribution they must make to help the University achieve its statutory and corporate health and safety objectives.
- Enable and ensure delivery of health and safety business intelligence in the form of data, insight and analysis supported by robust governance, monitoring and reporting of key performance indicators so enabling the

University to assess progress in advancing this culture.

- Accountability for the continuous development of long term health and safety strategic plans and policies.
- Ensuring staff, students and others are not harmed or affected adversely by any aspect of the University's undertakings and, in addition, benefit from a positive & planned approach to health and safety through providing visible senior leadership of the UAL Health and Safety Team.
- To lead on a University-wide strategic approach to fire safety management and carrying out the University's fire safety functions, including carrying out fire risk assessments and development of supporting action plans for fire safety management.
- To be proactive in providing advice, guidance and support to Colleges and University Services departments in relation to their delegated health, safety and environmental responsibilities, including Risk, COSHH and Aspect & Impact Assessments.
- To lead the Health and Safety Team and drive health and safety behaviours across the university to ensure UAL is informed and speaks out on what is happening, is mindful of risks and the possibility of failure
- To lead partnership working to ensure University Services departments, colleges, technical staff, trades union and health and safety team operate safely and that health and safety are at the core of approaches to work.
- To lead and develop external networks with all appropriate government agencies including Fire Authorities, the Health and Safety Executive, University and College Employer Association and other University stakeholders.

The objectives over the next 2-3 years are:

- To demonstrate strong, visible leadership promoting a positive culture and an expectation that all employees and students accept responsibility for health and safety for themselves and their colleagues.
- To ensure that everyone working, studying or visiting the University enjoys a safe and healthy environment and positive experience.
- To lead and achieve a culture where excellent health and safety is accepted and expected as a responsibility and a right.

Other Conditions:

As a senior member of the University the following applies:

- The post holder is expected to work such hours as are reasonably necessary in order to fulfil the duties and responsibilities of the role.
- The post holder 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.
- The post holder will be required to regularly travel to other sites as necessary.

Person Specification:**Skills, Knowledge and Experience****Essential Requirements for successful delivery in this role:**

1	Significant experience of autonomous leadership and evidence of having identified issues, providing solutions and influencing leaders of the organisation to adopt more solutions in regard to Health and Safety performance.
2	Proven experience in successfully leading and developing consistently high performing health and safety teams.
3.	Evidence of experience in having worked collaboratively in driving a change programme focusing on improving the health and safety culture in an organisation.
4	Excellent interpersonal and relationship building skills, with the ability to empathise, influence and negotiate with a diverse range of stakeholders and to a high level.
5	Ability to engage others in driving plans forward with energy and credibility.
6	Proven track record of delivering interventions to prevent activities considered unsafe or which might put an organisation at high risk whilst still working collaboratively in a diverse environment.
7	Significant evidence of continuous improvement in all areas of health, safety and welfare including cost savings arising from getting things right first time and business cases for investments being approved e.g. non-salary and capital expenditure.
8	Proven ability in initiating and establishing policy changes that have had a significant and positive impact on health and safety especially to changes in legislation and civil liability.
9	Significant knowledge in strategic development of all Health and Safety management systems thereby ensuring that, in the future, the University fulfils its statutory obligations and minimises risks to staff, students and visitors.
10	Proven track record of implementing programmes to deliver safe, reliable and compliant operations.
11	Recognition for expertise in field at regional and/or national level and able to demonstrate contribution to health and safety national and regional agendas.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc., with whom regular contact is required will include:

- Executive Board and Court of Governors as necessary
- Trades and Student union
- Directors, Associate Directors, Deans, Associate Deans, Technicians and other leadership roles
- Estates, Accommodation services
- Staff across UAL
- Health and Safety direct reports
- External networks and stakeholders related to Health & Safety

Specific Management Responsibilities:

Budgets: £

Staffing: Leadership of up to 9 fte UAL Health and Safety function impacting approx. 2800 salaried staff and 19,000 students.

Structure

