

UAL JOB DESCRIPTION	
Job title: H&S Adviser – Central Saint Martins	Accountable to: Sarah Mitchell, Director of Health and Safety
Contract length: Permanent	Hours per week: 37 Weeks per year: 52
Salary: £38,010 to £49,370 per annum	Grade: 5
Service: Health and Safety/ Operations and External Affairs	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>Central Saint Martins (CSM) is a world-leading centre for arts and design education. Its reputation stems from the creative energy of its staff and students and the stellar achievements of its graduates nationally and internationally. The nine programmes at CSM explore the boundaries of their discipline. Students and staff are continually alert to new ideas, and they are curious and restless in developing beyond the expected norms of their subject, so emerging work is at the forefront of its area. CSM sits at the heart of London's creative scene, and of one of Europe's most dynamic new culture and innovation quarters at King's Cross, making the college increasingly important to London's cultural life, and indicative of our general desire to open up CSM to as broad an audience as possible.</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>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</p>	

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.

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 focus on day to day health and safety issues as they arise at CSM 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 Adviser Central Saint Martins role reports to the Director of H&S and is out-based in Central Saint Martins at Kings Cross.

Duties and Responsibilities

1. Provide the Director of H&S, the Pro-Vice Chancellor (Head of College) for CSM and the Director of College Administration (DOCA) with a trusted source of professional expertise in health and safety.
2. Escalate significant H&S issues, incidents and matters of concern to the Director of H&S and the DOCA.
3. Lead regular reviews of the College's risk assessments so that they remain current and valid, comply with legislative requirements where necessary. Ensure that risk assessments are reviewed and updated following accidents and incidents.
4. Ensure that all 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.
5. Undertake investigations into significant and potentially significant accidents, incidents and near misses in accordance with the University's procedures.
6. Prepare and present health and safety performance reports for the Health and Safety Committee meetings. Assist with preparing the agenda for the Committee meetings.
7. Deliver health and safety training and briefings as appropriate within their own areas of competence, advise on health and safety competence issues and training requirements.
8. Represent the Director of H&S and PVC with external agencies such as London

Fire Brigade and the HSE if required.

9. Advise Managers, Supervisors and Staff on the University H&S policy and procedures.
10. Undertake workplace health and safety inspections and make recommendations for improvement.
11. Providing a focal point for health and safety related queries within the College team and on behalf of the H&S department.
12. Deliver health and safety induction briefings to students (at the start of each academic year) and staff (as required).
13. Ensure that the College has sufficient first aid provision and provide support to the first aiders. Review the first aid provision periodically to ensure that it meets the College's requirements.
14. Provide local training in common sense risk assessment principles. Support managers in undertaking routine task-based risk assessments, and 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.
15. Attend the Building User Group meetings to provide health and safety support as required.
16. 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. Monitor fire alarm tests and drills, and collate and record feedback on scheduled drills and unscheduled fire evacuations.
17. Maintain the highest standards of integrity at all times, modelling the desired H&S behaviours and providing advice within the post holder's competence.
18. Ensure that any significant health and safety issues are escalated to the Director of H&S, the PVC and the Director of College Administration.

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
- Health and Safety Advisers (Colleges)
- Fire Safety Adviser
- Pro Vice Chancellor (Head of College)
- Director of College Administration
- Head of Technical
- Facilities Managers
- Programme Directors and Course Leaders
- Head of College
- Resources Manager

Specific Management Responsibilities

Staff: none

Last updated: Feb 2019

PERSON SPECIFICATION	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"> • Extensive working knowledge of Health and Safety legislation. NEBOSH Diploma or equivalent professional qualification. Alternatively relevant experience and a commitment to achieving a relevant qualification. • Graduate member of IOSH working towards Chartered status.
Relevant Experience	<ul style="list-style-type: none"> • Proven track record in managing health and safety within creative environments or similar complex and dynamic environments. • 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. • Extensive experience of delivering meaningful health and safety training which really engages people and in 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"> • 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.
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.