

Post Details		Last Updated: 15 th November 2024	
Faculty/Administrative/Service Department	Faculty of Engineering and Physical Sciences		
Job Title	Assistant Health and Safety Advisor		
Job Family	Professional Services	Job Level	3
Responsible to	Health and Safety Advisor		
Responsible for (Staff)	N/A		

Job Purpose Statement.

To assist the Faculty Health and Safety Manager and Advisor in the implementation of the University's Health and Safety Policy and to provide health and safety support to the Schools of Computer Science & Electronic Engineering, Chemistry & Chemical Engineering, Maths & Physics, and Engineering. The post holder will act as a point of contact for Health and Safety within the Faculty becoming familiar with the people and the hazards associated with the Faculty's activities. The post holder will provide proactive, high quality and comprehensive support to Faculty's Schools and Departments in order to achieve the required positive culture and standards of health and safety.

Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities (5 to 8 maximum)

1. Participating in the broad range of work undertaken by the Faculty's Health and Safety team particularly provision of support, general health and safety advice and supporting the investigation of accidents and incidents.
2. Developing proactive safety campaigns in partnership with the Technical Services Managers and the Faculty Health and Safety Advisor.
3. Reviewing and liaising with members of the wider Faculty to assist them in ensuring that adequate risk assessments, local rules and standard operating procedures are in place prior to work commencing.
4. Participating in the delivery of training to members of the Faculty and assisting in the development of further training needs of the Faculty, ensuring the training fits with the development priorities of the Faculty.
5. Informing and discussing solutions to identified health and safety concerns within the Faculty and progress chasing the implementation of agreed actions.
6. Create Faculty health and safety documentation to support operational activities gaining approval via the appropriate channels and subsequently communicating them to staff and students as appropriate.
7. Carrying out maintenance of records and monitoring of Health and Safety training statistics as required by the Faculty Health and Safety team.
8. Carrying out general administration related to Health and Safety within the Faculty, including answering enquiries, and organising meetings and training sessions.

N.B. The above list is not exhaustive.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities Policy.
- Work to achieve the aims of our Environmental Policy and promote awareness to colleagues and students.
- Follow University/departmental policies and working practices in ensuring that no breaches of information security result from their actions.
- Ensure they are aware of and abide by all relevant University Regulations and Policies relevant to the role.
- Undertake such other duties within the scope of the post as may be requested by your Manager.
- Work supportively with colleagues, operating in a collegiate manner at all times.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the University of Surrey Health and Safety Policy.

Elements of the Role

This section outlines some of the key elements of the role, which allow this role to be evaluated within the University's structure. It provides an overview of what is expected from the post holder in the day-to-day operation of the role.

Planning and Organising

- In the main, the work that the post holder will undertake comes from across the Faculty. Some work activities will derive from initiatives set out by the Central Health and Safety team.
- Some tasks will be required on a regular periodic basis whilst the majority of tasks will be in response to activities being undertaken within the Faculty. The post holder will be expected to apply judgement and initiative when

managing their daily workload in order to ensure that the work is delivered in accordance with operational deadlines. This will include managing any short term priorities and responding to conflicting demands.

- When a problem arises that is outside of their scope to resolve, the post holder is responsible for seeking information and referring to the Faculty Health and Safety Advisor for further direction required to complete the task.

Problem Solving and Decision Making.

- The post holder will become one of the main points of contact for general health and safety problems from across the Faculty and will be expected to make decisions to provide solutions to routine problems applying the guidance documented within the Faculty health and safety arrangements, the University policies, procedures and manuals or contained within health and safety legislation. The post holder will operate within a highly regulated environment, governed by strict statutory regulations and guidelines and must therefore ensure that any decisions and advice provided falls within these. On a day to day basis, the appropriate course of action will often be a matter of choice influenced by prior exposure or experience. The post holder may need to collaborate within a small, short duration working group to determine the best workable solution to the problem identified.
- The post holder is expected to apply reasonable personal initiative and judgement when faced with less routine situations or problems where past experience does not apply, referring the most complex or those issues outside the remit of their role to the Faculty Health and Safety Advisor for direction.

Continuous Improvement.

- In consultation with the Health and Safety Advisor, the post holder may suggest improvements or developments to enhance the efficiency and effectiveness of the health and safety management system within the Faculty.
- The post holder has freedom to independently make changes to their own ways of working, but where the change fundamentally alters the outcome of the task this must be discussed and agreed with the Health and Safety Advisor first.
- The post holder is expected to suggest improvements to current ways of working within the Faculty following health and safety queries to fall in line with best practice and written documented references.

Accountability

- The post holder is expected to be pro-active and has full responsibility to achieve their workload as agreed with the Health and Safety Advisor.
- The post holder is responsible for the advice and guidance that they provide in response to health and safety problems and the documentation that they produce. If incorrect advice is provided by the post holder this could lead to a member of the Faculty becoming injured, exposed to a substance hazardous to health or a potential dangerous occurrence. This in turn could lead to enforcement action from the Health and Safety Executive.

Dimensions of the role

- The post holder has no direct reports
- The post holder has no budget responsibility, although can highlight suggested expenditure to the Health and Safety Manager.
- The post impacts across the whole of the Faculty.
- The post holder may occasionally be required to be the Faculty's representative for certain Health and Safety matters.

Supplementary Information

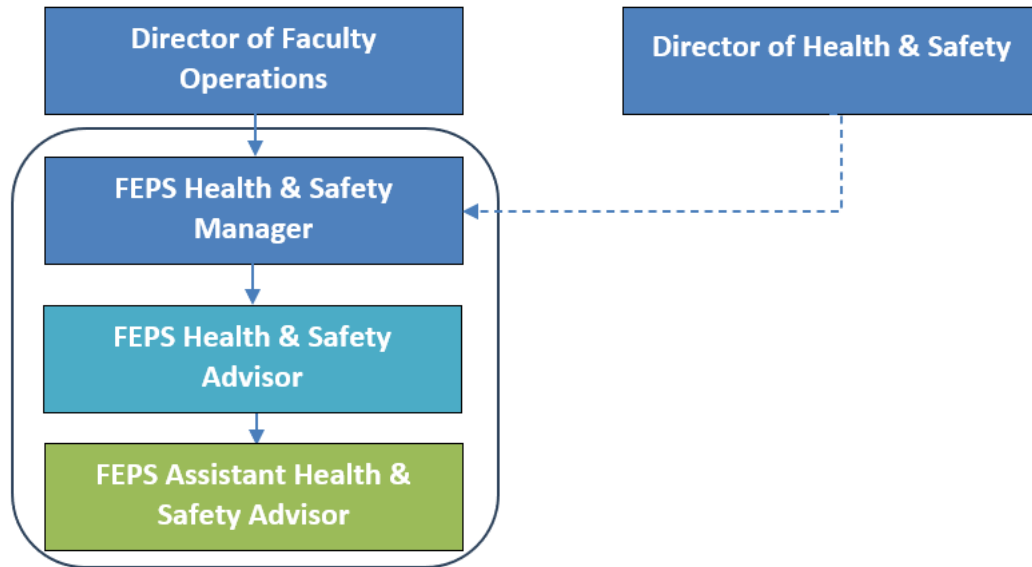
- N/A

Person Specification This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role.

Qualifications and Professional Memberships	Essential/ Desirable
HNC,A level, NVQ 3, HND qualified or equivalent qualified in engineering, science or other relevant subject plus some relevant experience Or Broad vocational experience within the field of engineering, science, research or health and safety, demonstrating development through the acquisition of appropriate specialist knowledge and involvement in a series of progressively more demanding/ relevant work/ roles.	E
NEBOSH National General Certificate in Occupational Health and Safety or significant relevant health and safety experience in a lab-based or workshop-based environment.	E
Membership of IOSH (Institute of Safety and Health)	D

Technical Competencies (Experience and Knowledge) This section contains the level of competency required to carry out the role (please refer to the Competency Framework for clarification where needed and the Job Matching Guidance).	Essential/ Desirable	Level 1-3
Excellent observation skills, accuracy and attention to detail	E	2
Proven experience in a professional Health and Safety role or in an engineering, scientific or laboratory environment	E	1
Evidence of effective record maintenance and administration skills	E	1
Experience of educating staff on health and safety matters through training delivery	D	1
Understanding of Higher Education or research and teaching environment	D	N/A
Special Requirements:		Essential/ Desirable
Willingness to keep up to date with relevant health and safety legislation through continual professional development (CPD) and vocational training		E
Willingness to coach and mentor staff at all levels of the Faculty to follow documented health and safety guidance		E
Core Competencies This section contains the level of competency required to carry out this role. (Please refer to the competency framework for clarification where needed). n/a (not applicable) should be placed, where the competency is not a requirement of the grade.		Level 1-3
Communication		2
Adaptability / Flexibility		2
Customer/Client service and support		2
Planning and Organising		1
Continuous Improvement		2
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		N/A
Creative and Analytical Thinking		1
Influencing, Persuasion and Negotiation Skills		1
Strategic Thinking & Leadership		N/A
<p>This Job Purpose reflects the core activities of the post. As the Department/Faculty and the post holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The University expects that the post holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</p> <p>Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.</p>		
Organisational/Departmental Information & Key Relationships		
<p>Background Information</p> <p>The Faculty of Engineering and Physical Sciences is a large Faculty encompassing four schools: Computer Science & Electronic Engineering, Chemistry & Chemical Engineering, Maths & Physics, and Engineering. The work of the faculty is set against a complex and evolving legal framework governing research, teaching and health and safety.</p> <p>The Faculty Health and Safety team maintain a number of documents and records relating to health and safety within the Faculty. The post holder will be expected to maintain and expand on these, as well as guide others in the Faculty in using them and entering their own safety data where relevant.</p> <p>The Faculty Health and Safety team receive a high number of enquiries, often via email. The post holder will be expected to manage and respond to these effectively, or escalate to other members of the team where appropriate.</p> <p>The post holder is expected to be familiar with common Microsoft software such as Word, Excel, Outlook, Teams and other Office programs.</p> <p>The post holder will work in the Faculty Health and Safety team under the direction of the Health and Safety Advisor. The post holder is expected to liaise with staff at all levels from the Faculty and the University.</p>		

Department Structure Chart



Relationships

Internal

- The post holder is required to liaise with staff and students at all levels within the Faculty to provide advice and support the regulation of academic scientific research and teaching across the faculty
- The post holder is required to liaise with other health and safety advisors across the University to share learnings and best practices
- The post holder is required to liaise with staff in other University departments such as Estates and Facilities or the Faculty of Health and Medical Sciences during incident investigation, action follow up or query resolution.
- The post holder reports to the Faculty Health and Safety Advisor

External

- The post holder should belong to the HASNET email community and other relevant health and safety networks for networking possibilities and to read queries posted by other Health and Safety professionals.