UNIVERSITY OF SURREY

Post Details	Last Updated: 11th September 2017		
Faculty/Administrative/Service Department	Faculty of Health and Medical Sciences		
Job Title	Health and Safety Advisor		
Job Family	Professional Services	Job Level	4
Responsible to	Faculty Health and Safety Manager		
Responsible for (Staff)	N/A		

Job Purpose Statement

To assist the Faculty Health and Safety Manager in the implementation of the University's Health and Safety Policy and to provide health and safety support to the Schools of Veterinary Medicine, Biosciences, Health Sciences, Psychology and Medicine. 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 facilities and activities. The post holder will provide proactive, high quality and comprehensive support to Faculty departments in order to achieve the required positive culture, and standards of health and safety. The post holder will deputise for the Faculty Health and Safety manager/ University biosafety advisor and make decisions on their behalf as required in the course of the work.

The post holder will develop competence in designated topic(s) of H&S practice/legislation as agreed with the Faculty Health and Safety Manager and the Director of H&S, providing support on this topic within their area and across the University. The post holder will support the University in the development and delivery of good H&S practice by actively participating in the development of policies, procedures and training packages, delivering training, and liaising with other H&S professionals.

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 in identifying unsafe or unhealthy conditions of work or work practices and recommending preventative action to the appropriate line manager, assisting and supporting them to implement the recommendations. Where health and safety issues cannot be resolved locally on a timescale commensurate with the risk, inform the faculty health and safety manager of the problem to explore available options.
2. Investigate incidents in accordance with University H&S procedure, identifying causes in order to take appropriate action.
3. Participating in the Faculty's safety inspection and University audit activities to review risk control and other measures of health and safety performance; including contributing to the planning, development of action plans and assisting in close out of actions identified.
4. Act as the secretary to the Biosafety Committee, co-ordinating risk assessments and maintaining records. This includes reviewing biological risk assessments under the supervision of the Health & Safety Manager.
5. Develop and maintain faculty health and safety documentation, gaining approval for these via the appropriate channels and subsequently communicating them to staff and students as appropriate. This includes coordinating and maintaining the University biosafety risk assessment documentation
6. Liaising with members of the wider Faculty to provide general health and safety advice and assist them in ensuring that adequate risk assessments, codes of practice and standard operating procedures are in place prior to work commencing.
7. Participating in the development and delivery of health and safety training to members of the Faculty and the University, assisting in the identification of further training needs and ensuring the training fits with the development priorities of the University.
8. Identifying the health surveillance needs of the Faculty in partnership with department managers and the Health and Safety Manager and ensuring these needs are followed up within the Faculty.
9. Oversee the operation of FHMS stores. Line manage and support the FHMS Store Supervisor.

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

- The post holder provides a high standard of service and advice to staff and students. The post holder will provide a flexible approach to managing their relationships, responding to the changing demands of the colleagues and of the rhythms of the academic cycle.
- 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 and incident investigations from within the faculty. The post holder will be expected to apply judgement and initiative when managing their workload in order to ensure that the work is delivered in accordance with operational deadlines. This will include managing any medium 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 required to complete the task.

Problem Solving and Decision Making.

- The post holder is expected to make timely, accurate and appropriate responses to H&S incidents.
- 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 only the most complex to Faculty Health and Safety Manager for direction.
- 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. The post holder may need to collaborate within a short duration working group to determine the best workable solution to the problem identified.
- The post holder will use excellent communication skills with internal and external services in order to provide a proactive service for the faculty.
- The post holder will be expected to lead discussions at Health and Safety Committees; this will involve report writing, evidence gathering and recommendations.

Continuous Improvement.

- The post holder is responsible for ensuring they maintain professional and technical skills and continuing professional development.
- The post holder is expected to contribute to the development of Health and Safety services for the university.
- The post holder is expected to take a creative approach to initiate, and support the wider university H&S team in the delivery of health and safety campaigns and workshops.
- The post holder is expected to suggest improvements to current ways of working within the Faculty following incident investigation or general 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 within established university processes and procedures.

- The post holder is expected to be familiar with general health and safety and health issues facing a diverse and population in a higher education context.
- 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. They will need to employ skills in assessment of incidents, and risk assessment, understanding and managing the risk to the individual and the University.

Dimensions of the role

- The post impacts across the whole of the Faculty.
- The post holder has one direct report
- The post holder may have access to some confidential information regarding medical histories and therefore it is expected that they maintain high levels of confidentiality
- The post holder will be expected to deputise for the Faculty Health and Safety Manager and the University Biosafety advisor in their absence.
- The post holder will be required to be the faculty's representative for some Health and Safety matters.

Supplementary Information

- This post does not have any budgetary responsibility, although can highlight suggested expenditure to the Health and Safety Manager

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
Degree, HND, NVQ 4 qualified or equivalent qualified in science or other relevant subject plus several years of relevant experience. Or Significant vocational experience within the field of 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 equivalent relevant experience		E
Biosafety Practitioner level 1 or equivalent relevant experience		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 in a scientific or laboratory environment	E	2
Experience of educating staff on health and safety matters through training delivery	E	2
Evidence of effective record maintenance	E	2
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
Willingness to undergo security screening		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	3
Adaptability / Flexibility	2
Customer/Client service and support	2
Planning and Organising	2
Continuous Improvement	3
Problem Solving and Decision Making Skills	3
Managing and Developing Performance	2
Creative and Analytical Thinking	2
Influencing, Persuasion and Negotiation Skills	2
Strategic Thinking & Leadership	1

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. Should significant changes to the Job Purpose become necessary, the post holder will be consulted and the changes reflected in a revised Job Purpose.

Organisational/Departmental Information & Key Relationships

Background Information

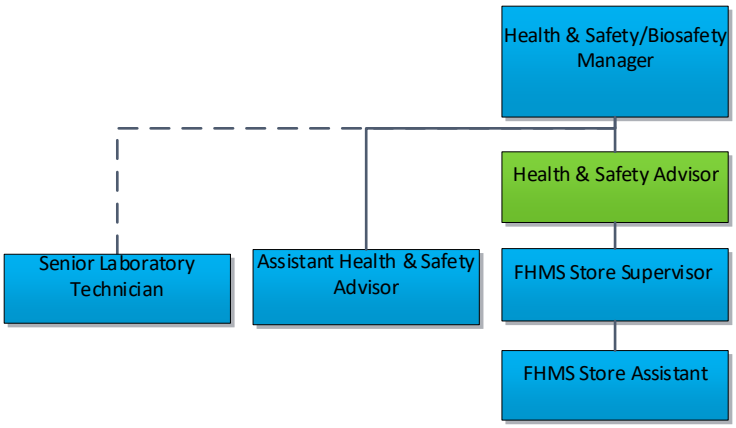
The Faculty of Health and Medical Sciences is a large Faculty encompassing five schools: Veterinary Medicine, Health Sciences, Biosciences and Medicine, Psychology and Medicine. The work of the faculty is set against a complex and evolving legal framework governing research, teaching and health and safety.

The Faculty health and safety team has developed a health and safety management system and installed a quality management system database. Currently this database is used for health and safety documentation but over time will be used for other aspects of health and safety management within the faculty. The post holder will be expected to promote the management systems employed by the Faculty and assist develop them further to promote best practise.

The post holder will work in the Faculty Health and Safety team under the direction of the Health and Safety Manager.

The post holder is expected to liaise with staff at all levels from the Faculty and the University.

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 during incident investigation, action follow up or query resolution.
- The post holder is expected to liaise with staff across the University in relation to Biosafety
- The post holder reports to the Faculty Health and Safety Manager

External

- The post holder should belong to the HASNET email community for networking possibilities and to read queries posted by other Health and Safety professionals.
- The post holder should be a member of professional bodies such as IOSH and ISTR