

Post Details		Last Updated: 02-11-2025	
Faculty/Administrative/Service Department	Health and Safety		
Job Title	Health and Safety Officer (Estates & Facilities)		
Job Family	Professional Services	Job Level	3
Responsible to	Head of Operations		
Responsible for (Staff)	N/A		
<u>Job Purpose Statement</u>			
<p>The Health & Safety Officer (Estates) provides practical, hands-on support to ensure the University's operational estate (400 000 m² / 260 buildings) remains legally compliant and audit-ready. Reporting to the Head of Operations (Estates) and working closely with the Compliance Manager and Head of Maintenance, the postholder implements safety controls, documentation, and on-the-ground checks across all Estates activities — maintenance, projects, and statutory testing.</p> <p>This is an operational role focused on implementing and evidencing compliance, not on leading or auditing policy. The post bridges the gap between strategic oversight by Cervus + (the University's corporate H&S partner) and day-to-day Estates delivery.</p>			
<u>Key Responsibilities</u>			
1. Operational Safety Management			
<ul style="list-style-type: none">Produce, review, and maintain risk assessments (RAs), method statements (MSs), and safe systems of work (SSOW) for all Estates disciplines.Conduct regular safety tours and inspections of plant rooms, workshops, and construction areas, record findings and coordinate closure of actions.Verify that statutory inspection programmes (fire safety, electrical/mechanical, Legionella L8, asbestos CAR 2012, DSEAR, LOLER, PUWER) are delivered safely and properly documented.Lead or support incident and near-miss investigations and produce root-cause and corrective action plans.Act as on-site liaison for high-risk activities, ensuring Permit-to-Work, isolation, and CDM 2015 controls are applied and verified.Provide real-time safety advice to staff and contractors and stop unsafe work when required.			
2. Collaboration, Governance & Operational Coordination			
<ul style="list-style-type: none">Work closely with the Compliance Manager and Head of Maintenance to ensure statutory H&S requirements are implemented and evidenced.Serve as Estates' operational contact for Cervus +, supporting scheduled audits and directed reviews.Gather and present documentary evidence for audits and track completion of actions.Translate University policies and audit findings into local procedures and checklists.Support the Head of Operations in maintaining the Estates Compliance Register and ensuring alignment between technical and health & safety obligations.			
3. Training, Communication & Culture			
<ul style="list-style-type: none">Deliver toolbox talks, inductions, and safety briefings for Estates staff and contractors.Coach teams in preparing high-quality risk assessments and method statements.Promote open reporting of hazards and near misses and reinforce positive safety behaviours.Produce clear communications, posters and bulletins to make safety expectations visible.Ensure competence training records (e.g., working at height, asbestos awareness) remain current.			
4. Documentation & Systems			
<ul style="list-style-type: none">Maintain the Estates Health & Safety Register and inspection schedules for full traceability.Input data and actions into digital compliance systems (Archi bus, or successor platforms).Support digitalisation initiatives and dashboards for management reporting.Compile monthly reports on inspection status, incidents and audit progress.			

5. Continuous Improvement

- Analyse inspection and incident trends to identify recurring issues and recommend systemic fixes.
- Benchmark performance against sector norms (AUDE, HSE guidance).
- Lead or participate in short improvement projects (e.g., standardising templates or introducing QR-code checklists).
- Contribute practical H&S input to wider initiatives (sustainability, accessibility, culture change).

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 Policies 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

Planning and Organising

- Plans workload across daily to annual cycles, coordinating inspections, audits, and actions alongside maintenance schedules. Adjusts priorities for incidents or regulatory deadlines.

Problem Solving and Decision Making

- Exercises professional judgement to determine proportionate controls and implement immediate measures to make situations safe; refers complex issues to Head of Operations or Cervus +.

Continuous Improvement

- Identifies efficiency and quality improvements in risk documentation, data capture and communication. Supports standardisation and automation.

Accountability

- Directly influences the safety and legal compliance of Estates operations; errors could lead to injury or enforcement; success enhances assurance and audit outcomes.
- High operational impact across maintenance and projects teams; reduces risk exposure and supports continuous compliance.

Dimensions of the role

- Covers 400 000 m² non-residential estate across multiple campuses.
- Interfaces with Estates staff, compliance technicians and contractors.
- No direct reports or budget but expected to deliver cost-effective compliance and reduce risk exposure through early intervention.

Supplementary Information

- N/A

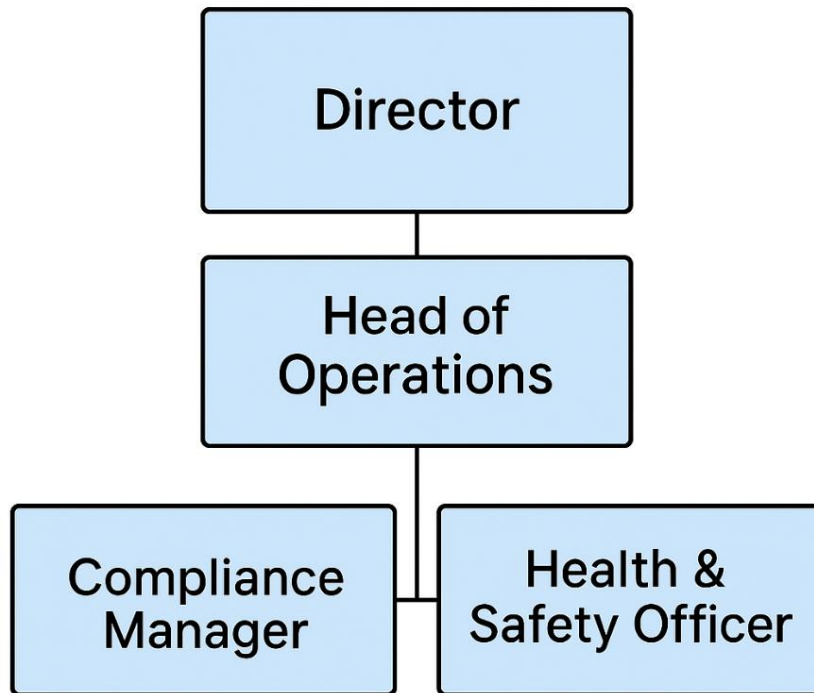
Person Specification

Qualifications and Professional Memberships		Essential/ Desirable
HNC, A level, NVQ 3, HND qualified or equivalent qualified in a relevant professional trade or other relevant subject plus some relevant experience. Or Broad vocational experience within a relevant professional trade 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 NEBOSH General Certificate or NEBOSH Fire in Construction Health and Safety, or equivalent		E
Technical Member of IOSH (Tech IOSH)		D
Technical Competencies (Experience and Knowledge)	Essential/ Desirable	Level 1-3
Excellent observation skills, accuracy and attention to detail	E	3
Proven experience in a professional health and safety role or in an Estates/Facilities Management role	E	2
Evidence of effective record maintenance	E	3
Preparing and reviewing RAs/MSs; implementing SSOW	E	3
Conducting inspections and tracking actions	E	3
Statutory compliance (Fire, Electrical, Mechanical, Legionella L8, Asbestos CAR 2012, DSEAR, LOLER, PUWER)	E	2
Contractor management and CDM 2015 controls	E	2
Experience of educating staff on health and safety matters through training delivery/ Delivering toolbox talks and inductions.	E	2
Understanding of Higher Education or research and teaching environment	D	1
Special Requirements:		Essential/ Desirable
Willingness to keep up to date with relevant health and safety legislation through continual professional development (CPD) and vocational training, including experience of the production of a personal development plan		E
Regular on-site presence in plant rooms, workshops and construction areas.		E
Core Competencies		Level 1-3
Communication		3
Adaptability / Flexibility		2
Customer/Client service and support		3
Planning and Organising		3
Continuous Improvement		2
Leadership and management		N/A
Problem Solving and Decision Making Skills		2
Managing and Developing Performance		N/A
Creative and Analytical Thinking		2
Influencing, Persuasion and Negotiation Skills		2
Strategic Thinking & Leadership		N/A
Organisational/Departmental Information & Key Relationships		

Background Information

The University of Surrey delivers estates, facilities and compliance services to the University of Surrey. The University's strategic health and safety function is provided by Cervus +, who set policy, undertake audits and direct improvements. The Health & Safety Officer (Estates) ensures these requirements are implemented and evidenced within daily operations, providing a robust interface between strategic oversight and practical delivery.

Department Structure Chart



Relationships

Internal

- Estates Operations teams (Maintenance, Projects, Space Management, Compliance), HR, Procurement, Insurance, Internal Audit.

External

- Contractors, consultants, auditors and regulators as directed by the Head of Operations or Cervus +.