

Post Details		Last Updated: 02-11-2025				
<b>Faculty/Administrative/Service Department</b>	Health and Safety					
<b>Job Title</b>	Health and Safety Officer (Estates & Facilities)					
<b>Job Family</b>	Professional Services	<b>Job Level</b>	3			
<b>Responsible to</b>	Head of Operations					
<b>Responsible for (Staff)</b>	N/A					
<b><u>Job Purpose Statement.</u></b> The Health & Safety Officer (Estates) provides practical, hands-on support to ensure the University's operational estate (400 000 m <sup>2</sup> / 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. 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.						
<b><u>Key Responsibilities</u></b> <ol style="list-style-type: none"> <li><b>1. Operational Safety Management</b> <ul style="list-style-type: none"> <li>Produce, review, and maintain risk assessments (RAs), method statements (MSs), and safe systems of work (SSOW) for all Estates disciplines.</li> <li>Conduct regular safety tours and inspections of plant rooms, workshops, and construction areas, record findings and coordinate closure of actions.</li> <li>Verify that statutory inspection programmes (fire safety, electrical/mechanical, Legionella L8, asbestos CAR 2012, DSEAR, LOLER, PUWER) are delivered safely and properly documented.</li> <li>Lead or support incident and near-miss investigations and produce root-cause and corrective action plans.</li> <li>Act as on-site liaison for high-risk activities, ensuring Permit-to-Work, isolation, and CDM 2015 controls are applied and verified.</li> <li>Provide real-time safety advice to staff and contractors and stop unsafe work when required.</li> </ul> </li> <li><b>2. Collaboration, Governance &amp; Operational Coordination</b> <ul style="list-style-type: none"> <li>Work closely with the Compliance Manager and Head of Maintenance to ensure statutory H&amp;S requirements are implemented and evidenced.</li> <li>Serve as Estates' operational contact for Cervus +, supporting scheduled audits and directed reviews.</li> <li>Gather and present documentary evidence for audits and track completion of actions.</li> <li>Translate University policies and audit findings into local procedures and checklists.</li> <li>Support the Head of Operations in maintaining the Estates Compliance Register and ensuring alignment between technical and health &amp; safety obligations.</li> </ul> </li> <li><b>3. Training, Communication &amp; Culture</b> <ul style="list-style-type: none"> <li>Deliver toolbox talks, inductions, and safety briefings for Estates staff and contractors.</li> <li>Coach teams in preparing high-quality risk assessments and method statements.</li> <li>Promote open reporting of hazards and near misses and reinforce positive safety behaviours.</li> <li>Produce clear communications, posters and bulletins to make safety expectations visible.</li> <li>Ensure competence training records (e.g., working at height, asbestos awareness) remain current.</li> </ul> </li> <li><b>4. Documentation &amp; Systems</b> <ul style="list-style-type: none"> <li>Maintain the Estates Health &amp; Safety Register and inspection schedules for full traceability.</li> <li>Input data and actions into digital compliance systems (Archi bus, or successor platforms).</li> <li>Support digitalisation initiatives and dashboards for management reporting.</li> <li>Compile monthly reports on inspection status, incidents and audit progress.</li> </ul> </li> </ol>						

**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 m<sup>2</sup> 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

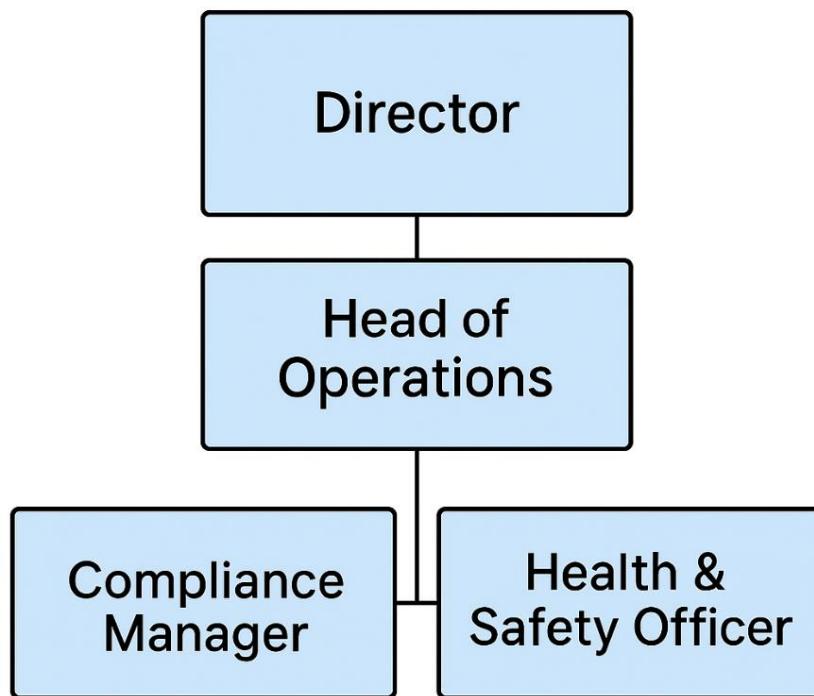
**Person Specification**

<b>Qualifications and Professional Memberships</b>		<b>Essential/ Desirable</b>
HNC, A level, NVQ 3, HND qualified or equivalent qualified in a relevant professional trade or other relevant subject plus some relevant experience.		E
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.		
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
<b>Technical Competencies (Experience and Knowledge)</b>		<b>Essential/ Desirable</b>
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/MSSs; 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
<b>Special Requirements:</b>		<b>Essential/ Desirable</b>
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
<b>Core Competencies</b>		<b>Level 1-3</b>
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
<b>Organisational/Departmental Information &amp; Key Relationships</b>		

### 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 +.