

UNIVERSITY OF DERBY
JOB DESCRIPTION

JOB TITLE	Estates Health & Safety Adviser		
DEPARTMENT	Estate Management		
LOCATION	Kedleston Road, Derby DE22 1GB		
JOB NUMBER	0111-18	SALARY	£35,634 to £38,268
REPORTS TO	Senior Project Manager		

Role Summary

To be responsible for providing health and safety support, advice and assurance in relation to construction work and property-related matters across the estate.

To actively promote and foster a health and safety (H&S) culture of ownership and shared responsibility, and ensure effective risk and safety management is central focus for the entire department.

To enable the University to comply with CDM (Construction Design Management) Regulations 2015 and relevant construction Health and Safety Legislation, and ensure that the University discharges fully its responsibilities as Client under the CDM Regulations.

Principal Accountabilities

1. The development and implementation of property-related health and safety compliance systems, processes and policies initiating appropriate improvements where necessary.
2. Provide expert guidance on the development, maintenance, control and implementation of all property/estates related health and safety practice, compliance policies and guidance and ensure these are effectively implemented, including but not limited to:
 - L8 - the control of Legionella;
 - Electrical safety, including HV, LV systems and PAT testing;
 - Fire;
 - Asbestos, and asbestos management;
 - Scaffolding, LOLER, PUWER; WEIR etc
 - Noise at Work;
 - Control of Contractors including issuing permit to works.
3. Provide advice, guidance and support across estates and other teams that might undertake construction and works to the estate to:
 - Ensure the University complies with and discharges all Construction Design and Management (CDM) duties and responsibilities, related legislation including issues relating to the Construction (Design and Management) Regulations 2015, and that adequate arrangements are in place for managing projects and construction work;
 - Ensure that construction work and projects are planned and set up so that they are carried out in a way that adequately controls the risks to the health, safety and wellbeing of those who may be affected;

- Enable staff engaged with construction work to manage their own health and safety risks.
 - Ensure the provision of relevant H&S information to help with design & construction planning/tendering, including supporting Project Managers in assessing the competency of employed contractors
4. Act as Responsible Person for Fire, Asbestos Management and the University Control of Contractor's procedures, ensuring that the University's responsibilities are effectively and appropriately discharged.
 5. To be the main point of contact in Estates for working with the Estates Quality & Compliance Manager to provide assurance that the compliance requirements are being met (eg. participation in internal and external audits, maintenance and provision of relevant documentation and evidence in alignment with the University's accredited environmental management system ISO 14001)
 6. Contribute to the development of University policies in relation to property and take a leading role in the implementation of property related safety management systems and regulations. Review, develop, issue and implement Estates specific Health & Safety procedures.
 7. Ensure Estates staff are adequately trained in respect of health and safety legislation and regulations, relevant to core duties and activities either through training delivered by the HSWS, arranging with specialist trainers, or delivering training in house. Maintain records of estates staff training in connection with H&S and ensure that regular communications, briefings and tool-box talks are undertaken.
 8. Ensure that the necessary support, process and procedures, Risk Assessments and Safe Systems of Work are in place and are being effectively monitored to ensure the safety of all staff employed in the team and working on the estate, including reviewing and assurance of documentation produced by contractors and other third parties.
 9. Ensure information systems and procedures relating to H&S are maintained to produce monthly and annual progress reports and statistics related to Health, Safety and Compliance, with KPI's where relevant. Ensure that suitable and sufficient resilience and business continuity systems are maintained in Estates.
 10. Monitor and plan for changes in H&S legislation that will affect Estates and associated operations.
 11. To investigate, or where appropriate to assist others to investigate, the circumstances and causes of accidents/incidents and take necessary steps to prevent a recurrence; and to take immediate action to prevent any activity that could cause a breach of H&S standards / regulations, with the authority to stop work if required.
 12. Undertake works inspections and audits to demonstrate compliance with University requirements regarding CDM, Safety, Health, Environment and Quality.
 13. Ensure that health and safety files for completed projects are stored, regularly revised and updated where required, and are available to anyone who may need it to comply with health and safety law.
 14. Support Managers of Projects with and provide assurance of site inductions and design reviews.

1. Essential Criteria

Qualifications:

- Industry Related Degree or significant equivalent experience in the sector.
- Health & Safety qualification at Diploma level or above (e.g. NEBOSH)
- Full membership of a recognised national safety organisation (eg IOSH, APS or IIRSM).

Experience

- Experience designing and delivering training and induction courses, presenting and preparing reports to senior management and staff.
- Significant demonstrable experience in liaison with stakeholders in developing, reviewing and implementing health and safety policies in a diverse organisation, carrying out audits and risk assessments across a broad range of projects.

Skills, knowledge and abilities

- In depth knowledge of H&S legislation, with particular emphasis on the CDM, fire & asbestos regulations, risk assessment methods and methodologies and all relevant asbestos legislation. Experience of acting as point of contact for HSE inspections.
- Ability to deal with issues of confidentiality and sensitive situations in a discrete, constructive and empathetic manner.
- Excellent written & verbal communication skills with the ability to negotiate with and influence others.
- Ability to utilise excellent organisational skills to maintain current and accurate records.
- Computer literate with ability to manage and manipulate data across a number of packages.
- Demonstrate effective prioritisation and time management skills.
- Able to work in a pro-active manner to further the objectives of the University.

Business requirements

- Ability to travel to meetings outside of the University in a time and cost effective manner.
- The job role may require access to construction, grounds maintenance, laboratory or workshop type environments, requiring the post holder to work in cramped areas, confined spaces, at elevated levels while performing inspections, etc.

2. Desirable Criteria

Qualifications

- BOHS P405 – Management of Asbestos in Buildings.
- NEBOSH Certificate in Construction Safety & Health.

Experience

Skills, knowledge and abilities

- Working knowledge of estate and facilities functions, ideally within a large public or private sector organisation, together with a broad knowledge of construction sector H&S management.
- Knowledge of project management methodologies, budget management, H&S audit processes and construction contract law.
- Demonstrate self-motivation and a commitment to continuous self-development.

Business Requirements

- Prepared to undertake training and/or refresher courses which may entail overnight stays.

Benefits

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

For more information on the benefits of working at the University of Derby go to

<https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230>

