

THE UNIVERSITY OF MANCHESTER
PARTICULARS OF APPOINTMENT
PROFESSIONAL SERVICES
DIRECTORATE OF ESTATES AND FACILITIES
ESTATES SUPPORT
ESTATES HEALTH AND SAFETY ADVISOR
VACANCY REF: PSX-028234

Salary: Grade 6 £36,924 to £45,163 per annum, depending on relevant experience

Hours: Full time (1 FTE)

Duration: Permanent

Location: Oxford Road, Manchester

Enquiries about the vacancy, shortlisting and interviews:

Name: Martin Blake

Email: martin.blake@manchester.ac.uk

Overall purpose of the role

- The Directorate of Estates and Facilities employs a team of three full time health and safety professionals to promote and monitor best practice in health and safety management, with each covering specific areas of activity within the Directorate.
- The Health and Safety Advisor is required to support the team in ensuring that all the requirements of current and future legislation are being fully met and to encourage excellence in all aspects of health and safety management.

Reporting to the Head of Estates Safety Office the post holder is required to:

- To contribute to health and safety planning and management within the Directorate of Estates & Facilities and support the Senior H&S professionals in the team as required
- To assist in the promotion and development of all aspects of health and safety management in the Directorate of Estates & Facilities so that it can best meet its legal responsibilities in respect of health and safety
- Work and collaborate closely with the team, as directed, liaising with University's Safety Services Unit (Compliance & Risk) where required, to demonstrate that all aspects of health and safety management are progressed within the Directorate

- Assist with the compilation, implementation, update and monitoring of health & safety management standards and plans for related programmes and projects
- Work with colleagues, consultants and contractors and oversee compliance with relevant regulations and in particular CDM and other construction related legislation and guidance
- Work with the team to embed a culture of achieving consistently high health and safety standards being fundamentally important in all project activities
- Work within the team to establish a pro-active approach to staff well-being across the Directorate
- Assist where required in evaluating the competency of key project duty holders including designers, contractors, principal designers and principal contractors and key suppliers through SQ and ITT
- Participate and where directed, lead regular health & safety discussion forums between key parties involved in project work
- Work closely with Client Representatives / Project managers and with the individual Schools within relevant Faculties to address operational H&S matters through design risk workshops
- Periodically inspect construction works in progress and campus areas as needed

Key Responsibilities, Accountabilities and Duties:

Directorate Administration Support

- As directed, promote excellence in health and safety management as it applies to the activities being managed and executed by the Estates & Facilities Directorate.
- Work with the Directorate and relevant senior managers and senior H&S professionals within Estates & Facilities to improve the culture of positive health and safety management at all levels within the Directorate and the teams specified in this document.
- To work with members of staff and other internal and external partners engaged in estates related activities to understand and recognise the value of health and safety good practice, procedures and the University's expectations, values and culture.
- Work on projects that promote continuous safety improvement within the Directorate and develop and advise on the implementation of safety improvement plans.
- Monitor health and safety management encouraging compliance with all legislative requirements (as it applies to all delivery partners both internal and external).
- Ensure that there are appropriate and effective project/ food/ property compliance audits with observations, results and recommendations shared and applied as appropriate
- Contribute to a process of relevant health and safety audit and inspection systems and ensure their effective use across the Directorate.
- As Directed work with the Head of Estates Safety Office and Senior Estates H&S Professionals; and liaise with the senior colleagues on the interpretation and application of University health and safety strategy and policy.
- Work with relevant managers to ensure that risk assessments and safe systems are appropriate, maintained and catalogued and feed into all monitoring, training and improvement programmes.
- Provide advice to relevant Directorate staff on matters relating to health and safety, particularly, but not exclusively, related to Directorate issues and inform the Head of Estates Safety Office and

Senior Estates Health & Safety Professionals of any associated problems which cannot be resolved locally on a time scale commensurate with risk.

- Ensure that procedures for accident, incident reporting and investigation are applied correctly and undertaken in an appropriate and timely manner by the required person(s) and that all relevant facts, outputs and recommendations are published and recorded.
- Contribute to the delivery of health and safety training and awareness programmes as required and ensure records of all training scheduled and delivered are retained.
- Work with the Head of Estates Safety Office and Senior Estates H&S Professionals to review and develop Directorate Health and Safety Policies and Procedures and undertake research and provide feedback into the effectiveness of these policies.
- Assist in the production of regular reports for the Head of Estates Safety Office on all relevant aspects of health and safety management as required, including statistics, goals, benchmarks and KPIs for internal monitoring and/or for required University committees.
- Produce reports on accidents and incidents that occur within the Directorate and in particular for the areas covered by the postholder. Produce reports in a timely and appropriate manner. As directed monitor the progress and completion of all relevant Health & Safety action plans and in particular those that result from accident/incident investigations.
- Undertake relevant Health & Safety duties and work of an equivalent nature as directed.
- Attend the University outside normal working hours to advice on health and safety issues when required.
- Attend such CPD and training courses as may be appropriate to keep up to date with current and proposed health and safety legislation and maintain Certified IOSH status.
- Where required, attend any meetings related to health and safety in lieu of or with the Head of Estates Safety Office and Senior Estates H&S Professionals and produce any reports

Person Specification

Essential Knowledge, Skills and Experience

- Degree award in a relevant subject with a qualification in Occupational Safety and Health
- CertIOSH Professional Membership of the Institution of Occupational Safety and Health
- Relevant commercial vocational experience in providing general health and safety advice
- Working knowledge of the Health and Safety at Work etc. Act 1974 and its Regulations
- Working knowledge of the Construction (Design & Management) Regulations 2015
- Direct health and safety experience relating to the safe delivery of construction projects
- Experience of producing high quality reports, correspondence and presentations
- A proven and effective track record of building strong and effective relationships with a range of key personnel both within the organisation and across the sector
- Proven ability to work well in a team ensuring a collaborative approach to service delivery
- Desirable – Knowledge, Skills, Experience and qualifications
- Experience of providing health and safety advice in a large public organisation with diverse operational activities, particularly relating to construction, maintenance or FM

- Chartered member of the Institution of Occupational Safety and Health (CMIOSH)

Working Environment:

Directly responsible to the Head of Estates Safety Office and to the Senior Estates H&S Professionals when deputising, from whom professional guidance is received as necessary but with the minimum of supervision.

The post holder will normally be office on campus based, but in the execution of their duties will be required to visit all parts of the University, both internal and external, including construction sites, offices, laboratories, lecture theatres, plant rooms, roofs etc.

The post holder will be required to liaise and communicate with staff across the University campuses and external parties and will be expected to represent the Directorate at meetings of senior members of staff

Attendance out of hours will be required on occasion to support Estates Emergency Response, though this will be mostly during normal working hours or otherwise on a rota.

The university considers flexible and hybrid working, however as a campus based estates role there is an expectation to be based on campus for 4 days a week or to meet demands.

Working for the University of Manchester

The University of Manchester strives to make our community a welcoming, caring and enthusiastic one, fuelling ambition with opportunities and support to help us all achieve our personal and professional goals.

Our diverse job opportunities include an attractive benefits package with family-friendly policies that provide for flexible working. We care deeply about career and personal development, offering a structured induction programme for new staff, an annual performance and development review, staff training for all career stages and mentoring opportunities to support your career development.

We have a genuine commitment to equality of opportunity for our staff and students, and are proud to employ a workforce that reflects the diverse community we serve.

As a global institution, situated at the heart of a lively, culturally diverse city, we welcome applicants of all nationalities. To help international job applicants plan for life in the UK, we have put together some useful information on passports and visas, travel to the UK, accommodation and other practical considerations.

The Directorate of People & Organisational Development focus is to:

Develop and embed a performance-orientated culture

Improve the quality of leadership and management

Motivate, engage and inform our workforce

Attract the highest caliber of academic staff

Develop flexible, capable and competent staff We do this through:

Our People & Organisational Development Partners working in partnership with colleagues in the Faculties and the Professional Services & Cultural Institutions

Our Centre's of Expertise, providing specialist advice and services across the University

People & OD Operations delivering the day to day services, providing all aspects of transactional administration and payroll

The People & Organisational Development Operational structure consists of:

Recruitment & Resourcing

Employment Services

Payroll

Systems

Policy

Job Evaluation, Reward & Benefits

Global Mobility (Immigration)

People & OD Partners

Staff Learning & Development