



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Head of Health and Safety



Salary: Grade 9 (£56,021 – £64,914 p.a. depending on experience)

Reporting to: Paul Veevers – Director of Wellbeing, Safety and Health

Reference: Shirley Parsons - PR/027376

We are open to discussing flexible working arrangements

Overview of the Role

Are you an experienced Health and Safety professional looking for a new challenge? Do you have the expertise to lead an ambitious service in a challenging and ever changing environment? Are you passionate about driving forward improvements in the University's occupational health and safety management system, achieving and maintaining ISO 45001. Do you have the ability to engage with a wide variety of stakeholders and deliver a varied and responsive service strategy for the University?

We are looking to appoint an exceptional safety professional with experience of providing line management to a senior professional team. You will assume responsibility for developing and implementing the University safety strategy and will lead members of the service to implement these aims.

You will provide effective and proportionate advice and use your previous experience of delivering a safety management system to include the development and implementation of integrated electronic systems.

A flexible and supportive approach will be required and you will have experience of managing a team of technical experts. Taking the lead on core service projects, you will also deputise for the Director of Wellbeing, Safety and Health in their absence.

Main duties and responsibilities

- Supporting the Director of Wellbeing, Safety and Health in the development, maintenance, monitoring and reviewing of the University's Occupational health and safety management arrangements;
- Producing a strategic plan for Health and Safety in line with the service and University's strategic plan;
- Leading and managing a team of Senior Health and Safety Managers, a Radiation Protection Manager and an Audit Manager and assign and manage projects to Health and Safety Manager's and Health and Safety Officers;
- Leading the development and updating of University health and safety management protocols across a range of topics;



- Ensuring delivery of an excellent, effective, customer focused and proportionate health and safety service to the University which includes managing and leading a team of professional and technical experts, setting objectives, supporting their development needs and managing performance;
- Engaging and establishing strong working relationships with Heads of School/Service to develop and implement the University's Health and Safety Management arrangements;
- Representing the service at the Universities Safety and Health Association (USHA) national working groups
- Providing competent, solutions orientated health and safety advice, support and guidance;
- Developing, implementing and maintaining electronic safety management tools for the Health and Safety Service and the University;
- Overseeing the delivery of the University health and safety training and HASMAP Audit process, and supporting the achievement and maintenance of the University in obtaining OHSAS 45001;
- Deputising for the Director of Wellbeing, Safety and Health where required.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

Qualifications and skills

Essential

- NEBOSH Diploma or equivalent level health and safety qualification.
- Chartered Membership of IOSH or equivalent Institute;
- Substantial and recent experience as a health and safety professional in a large and complex organisation with a range of risk scenarios;
- Extensive up-to-date knowledge and understanding of the UK health and safety regulatory framework and current best practice;



- Demonstrable skills in leading and managing a team of senior professionals across a broad range of activities;
- The ability to demonstrate a commitment to workplace health and wellbeing, considering their own needs and the needs of their team(s);
- The ability to work as an effective team member to set and achieve strategic aims and manage challenging deadlines;
- Experience of leading with auditing, including an understanding of ISO 45001;
- Experience in the design and delivery of a health and safety training programme;
- Strong communication skills, able to influence, work collaboratively, establish and grow effective working relationships in order to achieve results and gain support with a wide range of people both internally and externally;
- The ability to project manage current online systems and to develop new programmes to meet the changing needs of the University;
- The ability to work in a self-reliant, logical problem solving way. The ability to work under pressure, identify needs and priorities, set achievable targets and evaluate progress;
- Commitment to maintaining membership of relevant professional organisations and personal health and safety competence through continuing professional development;
- Experience of using the Microsoft Office suite of applications.

Desirable

- A Science Degree or equivalent qualification and/or experience;
- Accreditations as an auditor and/or trainer;
- Experience of working in a research environment or industry.



Additional information

Working at Leeds

We are a campus based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

Our University

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

Information for disabled candidates

Information for disabled candidates, candidates with impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at hr@leeds.ac.uk

Criminal Record Information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

