



UNIVERSITY OF LEEDS

## CANDIDATE BRIEF

Health and Safety Officer, Wellbeing Safety and Health



**Salary: Grade 6 (£27,511 - £32,817 p.a. pro rata) or Grade 7 (£33,797 - £40,322 p.a. pro rata)**

**This role is open to internal applicants employed at the University of Leeds only**

**Fixed term until 31 December 2020 to cover maternity leave  
Part time, 60% fte**



## Health and Safety Officer Wellbeing, Safety and Health

**Are you a highly motivated individual, with an interest in health and safety? Do you have Health and Safety experience and are looking for a new challenge? Do you want to be part of an ambitious team in a challenging and ever changing environment? Do you have the ability to support the operational delivery of a responsive health and safety strategy for the University?**

We are looking to appoint a number of highly motivated and non-bureaucratic individuals to support the delivery of the health and safety management system as a member of a diverse team of Health and Safety Professionals.

You will report to one of the Faculty of Environment Health and Safety Managers supporting the proactive operational management of health and safety, including compliance with legislation and the University Health and Safety Policy within the Faculty of Environment. You will initially be allocated a portfolio, but it is expected that you will be allocated to work in other areas of the University to broaden your professional experience.

A flexible and supportive approach will be required, combined with experience of interpreting and applying health and safety legislation in a complex environment.

\*This post can be appointed at University of Leeds grade 6 or grade 7 depending on experience.

### What does the role entail?

As a Health and Safety Officer, your main duties will include:

- Supporting the Health and Safety Manager in the operational delivery of an excellent, effective and proportionate health and safety service;
- Supporting the delivery of a consistent approach across the University and in the Faculty;
- Engaging and establishing strong working relationships with key internal stakeholders;
- Lead and guide staff in the compilation of risk assessments and with health and safety inductions;



- Communicating to a wide range of audiences, solving complex problems, delivering training and drafting local procedures in line with the Service strategy.
- Providing competent health and safety advice, support and guidance across the University and in the Faculty;
- Working with the Health and Safety Manager(s) to provide support to a range of committees and working groups;
- Collate and analyse a range of management information, identifying trends, presenting information in the form of reports or presentations for diverse audiences;
- Working with the Health and Safety Manager(s) to provide a comprehensive monitoring programme, including inspections and support for internal and external audits.

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.

## What will you bring to the role?

As a Health and Safety Officer, you will have:

- Recent or current practical experience of carrying out health and safety in a complex organisation with a diverse range of risks;
- An understanding of health and safety legislation;
- A proven competence in risk assessment and be able to demonstrate a good understanding of robust and effective risk management;
- Excellent interpersonal skills and an ability to co-operate with staff at all levels, including laboratory staff, academics and post graduates;
- The ability to positively influence and engage others, showing tenacity and the ability to remain calm in difficult situations;
- A willingness to attend specific training as appropriate;
- Experience of using the Microsoft Office suite of applications.

You may also have; (Grade 7 Criteria)

- A NEBOSH certificate or equivalent Health and Safety qualification;
- A science / engineering degree or equivalent experience in this subject area or discipline;



- Experience of interpreting and applying health and safety legislation;
- A commitment to improve or maintain health and safety competencies through attendance of specific training;
- Experience of and be able to demonstrate good laboratory practice;
- A detailed understanding of a specialist area e.g. laboratory gas safety, fieldwork risk assessment or cryogenic safety.

To be considered for appointment at grade 7, it is expected that you will address the grade 7 desirable criteria in addition to the grade 6 essential criteria.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information. Applications should be submitted by 23.59 (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Sarah Burdall, Senior Health and Safety Manager**

Tel: 0113 3438042

Email: [S.E.Burdall@leeds.ac.uk](mailto:S.E.Burdall@leeds.ac.uk)

## Additional information

### Working at Leeds

You can find out more about our generous benefits package and more about what it is like to work at the University and live in the Leeds area in our [Working at Leeds](#) information.

### Candidates with disabilities

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





## Criminal record information

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post may require a standard criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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.

