



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Health and Safety Manager, Wellbeing Safety and Health,  
Human Resources Directorate**



**Salary: Grade 8 (£41,526 – £49,553 p.a.)**

**Reference: CSHSW1042**

**We will consider flexible working arrangements**



## Health and Safety Manager Wellbeing, Safety and Health, HR Directorate

**Are you a Health and Safety professional looking for a new challenge? Do you have the expertise to support an ambitious team in a challenging and ever changing environment? Are you passionate about driving forward an occupational health and safety management system, achieving and maintaining the University external certification and the transition from OHSAS 18001 to ISO: 45001? Do you have the ability to engage with a wider variety of stakeholders and assist in the delivery of a varied and responsive service strategy for the University?**

We are looking to appoint a safety professional with experience of providing occupational health and safety advice. You will assume responsibility for developing and implementing strands of the services safety strategy and will work in partnership with members of the service to drive continual improvement and implement these aims and objectives.

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

A flexible and supportive but dynamic approach will be required. You will also be required to take the lead on service or Hub projects, and deputise for the Senior Health and Safety Manager in their absence.

### What does the role entail?

As Health and Safety Manager, your main duties will include:

- Supporting the delivery of an excellent, effective, customer focused and proportionate health and safety service to the University;
- Supporting the Hub in the development, maintenance, monitoring and reviewing of the University's Occupational Health and Safety management arrangements;
- Supporting the delivery of the service and hub strategy at Faculty/Service level ensuring a consistent approach;
- Communicating complex messages to a wide range of stakeholders through



- expert advice and guidance via training, presentations, etc.;
- Being an active member of the Health and Safety Team, working closely with management in developing, maintaining and monitoring action plans;
  - Promoting a culture of continuous improvement, identifying changes and enhancements to health and safety through analysis and awareness of internal and external developments, influencing managers and other key stakeholders;
  - Delivering innovative ways of maintaining high levels of health and safety management across a wide portfolio of activities, increasing collaboration and diminishing silo working;
  - Supporting the development and implementation of the University health and safety management protocols across a range of topics;
  - Ensuring delivery of an excellent, effective, customer focused and proportionate health and safety provision within the Hub which includes managing and leading Health and Safety Officer(s) (where appropriate);
  - Engaging and establishing strong working relationships with key internal and external stakeholders;
  - Providing competent, solutions orientated health and safety advice, support and guidance across the Hub and Service;
  - Working in partnership within the service and hub to provide support to a range of committees and groups;
  - Supporting the delivery of the University health and safety training and HASMAP Audit process, and supporting the achievement and maintenance of the University external certification and the transition from OHSAS 18001 to ISO45001.

These duties provide the core functions for the role and should not be regarded as a definitive list. Other reasonable/specialist duties may be required consistent with the needs of the post.

## What will you bring to the role?

As Health and Safety Manager, you will have:

- NEBOSH Diploma or equivalent level health and safety qualification;
- Corporate membership of IOSH or working towards or equivalent;
- Suitable experience of operating with a senior level of professional responsibility within a large organisation;



- Extensive up-to-date knowledge and understanding of the UK health and safety regulatory framework and current best practice;
- The ability to work as an effective team member to achieve strategic aims and manage challenging deadlines;
- Experience of dealing with auditing, including an understanding of OHSAS 18001/ ISO45001;
- The ability to work in a self-reliant, logical problem solving way, able to work under pressure, identify needs and priorities, set achievable targets and evaluate progress;
- Well-developed interpersonal and communication skills including experience of engaging with a wide range of audiences, developing positive working relationships with colleagues and senior stakeholders to deliver results;
- 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.

You may also have:

- 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;
- Line management experience;
- Experience of working in a customer focussed service environment;
- Good knowledge of FM safety, i.e. fire management, legionella, asbestos, maintenance safety requirements, etc.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. 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:





**Lynn Clarke, Head of Health and Safety Services**

Email: [l.m.clarke@leeds.ac.uk](mailto:l.m.clarke@leeds.ac.uk)

## **Additional information**

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page 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**

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 made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

