



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Health and Safety Officer, Wellbeing Safety and Health



Salary: Grade 6 (£30,487 - £36,024) or Grade 7 (£37,099 - £44,263) (A development plan (work plan) for G6 appointments will be in place and opportunity through the promotion process for progression to G7)

Reporting to: Jon Preston or Gary Wood

Reference: CSHSW1069

Closing date: 19 February 2024

Interview date: 6 March 2024 Interviews will be held in person.

Location: Wellbeing Safety and Health (the post holder will be required to be on site the majority of time)

'We are open to discussing flexible working arrangements in line with the Service Requirements.'

Overview of the Role

We are looking to appoint a highly motivated and non-bureaucratic individual to support the delivery of the health and safety management system as a member of the diverse Wellbeing, Safety and Health Service. This post is appointed at a Service level and will support the delivery of successful health and safety management within the Faculty of Engineering and Physical Sciences and the Faculty of Environment.

Allocated your own portfolio of work activities across a range of Schools within the Faculties of Engineering & Physical Sciences and Environment, reporting to either the Senior Health and Safety Manager or Health and Safety Manager.

You will proactively engage and work collaboratively with a range of academic and professional services colleagues within and outside of the faculties.

You will be expected apply your health and safety knowledge into teaching and research activities and environments presenting complex, diverse and wide-ranging risks. These will be both on-campus (e.g. laboratories, workshops) and off-campus (e.g. overseas travel, fieldwork).

You will proactively engage and work collaboratively with a range of academic and professional services colleagues within and outside of the faculties.

The role will also support the retention and management practices for health and safety-related documentation that apply to the activities, environments and facilities.

The role has been evaluated at grade 7. To offer opportunities for development, this role is also offered as a grade 6/7 developmental role. Candidates who meet the person specification at grade 6 will be appointed at the lower grade with a personal development plan (PDP) / work-plan. On successful completion of the PDP/ work-plan they will have the opportunity to apply for promotion to grade 7.

Main duties and responsibilities

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

- Supporting the Senior Health and Safety Manager and the respective Health and Safety Manager in the operational delivery of an effective and proportionate health and safety service;
- Supporting the delivery of a consistent approach across the University and



in the Faculty / Faculties;

- Proactively engaging with internal stakeholders, building and maintaining collaborative working;
- Supporting internal stakeholders to successfully apply risk assessment arrangements to their areas of responsibility;
- Delivering health and safety training and awareness to internal stakeholders (e.g. as part of induction processes, targeted topics relevant to faculty health and safety risks);
- Communicating to a wide range of audiences and contributing to the delivery of the service's strategy;
- Providing competent health and safety advice, support and guidance across the University and in the Faculty;
- Working with the Senior Health and Safety Manager and the respective Health and Safety Manager to support a range of committees, working groups etc. at school, faculty and university levels;
- Supporting the Senior Health and Safety Manager and the respective Health and Safety Manager to secure proportionate and timely follow up to health and safety incidents reported through the university system;
- Collating and analysing a range of management information for presenting in reports, presentations etc. to multiple stakeholders;
- Working with the Senior Health and Safety Manager / Health and Safety Manager 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.

Qualifications and skills

Essential

As a Health and Safety Officer appointed at grade 6, you will have:

- Recent or current practical experience of supporting the management of health and safety in a complex organisation with a diverse range of risks;
- A demonstrable understanding of health and safety legislation;
- The ability to demonstrate a good understanding of robust and effective risk management processes and contributions to resultant arrangements;



- A willingness to attend specific training and other professional development opportunities as appropriate;
- Experience of using the Microsoft Office suite of applications.

Desirable

- NEBOSH certificate;
- Experience in a Science or Engineering area.

Essential

As a Health and Safety Officer appointed at grade 7, you will have:

- A NEBOSH certificate or equivalent Health and Safety qualification;
- A science or engineering-based degree or equivalent experience in either subject area or discipline;
- Experience of interpreting and applying health and safety legislation;
- A detailed understanding of a specialist area e.g. laboratory gas safety, fieldwork risk assessment or cryogenic safety, travel etc.

Desirable

- A NEBOSH Diploma or equivalent Health and Safety qualification;
- Experience in a Science/ or Engineering area in a teaching or research environment.

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

Key Attributes

- Excellent interpersonal skills and an ability to co-operate with staff at all levels, (e.g. technical, laboratory staff, academics and post graduates researchers);
- The ability to positively influence and engage stakeholders at all levels, showing tenacity and the ability to remain calm in difficult situations;
- Interpersonal skills with the ability to communicate with people at all levels.



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, 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.

