



**Corporate Services
Wellbeing, Safety and Health, Health and Safety Services**

Health and Safety Manager (Chemical Safety)

The University of Leeds is one of Britain's most respected universities and we've created a health and safety vision to match. Today our investments into health and safety are reaping great rewards and achievements but we are still working hard to build new ideas and concepts across campus. Our creative approach impacts upon the whole University, bringing a strong focus on great service for our 7,500 staff and over 30,000 students. Join us now and you'll have the chance to make a real difference to health and safety in one of Britain's largest universities.

We're looking for a manager who can focus on chemical safety. You will support the Faculty of Mathematics and Physical Sciences, using your experience to achieve best practice in the management of chemical and hazardous substances. As the University's competent person in relation to chemical and hazardous substances, you will also ensure procedures are implemented across the University.

University Grade 8 (£38,896 - £46,414 p.a.) or University Grade 7 (£31,656 - £37,768 p.a.)

Informal enquiries may be made to Paul Veevers, Head of Health and Safety, **tel** +44 (0)113 343 4207, **email** p.veevers@leeds.ac.uk

Interviews are expected to be held on the 18th April 2016

Ref: CSHSW1007

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Head of Health and Safety with operational accountability to Dean.

Reports to: Head of Health and Safety

Those appointed to Health and Safety Manager Roles at grade 7 will be supported in their development with a view that they will be able to undertake the full remit of the grade 8 role after a period of up to 2 years, Transition to Grade 8 would be confirmed through the University's promotion process.

Main duties and responsibilities – Grade 8

- To have a pivotal role in the promotion and maintenance of a healthy and safe working environment, developing an effective partnership with the Dean and Heads of School in the Faculty of Mathematics and Physical Sciences.
- To ensure the consistency of implementation of University policies and standards for health and safety at a Faculty and School level by the development of local strategies and policies. To ensure the smooth translation of University policy and standards into operational best practice management at the Faculty and School level.
- To enable the effective consultation on new University policies and standards in support of the Health and Safety Policy Manager. In partnership with the Dean and the Head of Health and Safety, to develop strategic action plans with targets for improvement in health and safety management and to ensure the achievement of these targets through operational support to Heads of School, Principal Investigators etc.
- To develop a quality safety management system which adheres to the principles of OHSAS 18001
- To perform planned local audits and inspections within the Faculty. To take appropriate action and make recommendations to the Dean and other managers. To be part of University audit teams as co-ordinated by the Health and Safety Audit Manager.
- To perform reactive incident and accident investigations to establish root cause and make recommendations for appropriate action to prevent recurrence.
- To develop health and safety information resources (e.g. handbook and websites) and provide advice to and respond to information requests from staff and students in the Faculty.
- To develop and provide relevant induction and training to new and existing members of staff (in collaboration with the Health and Safety Training Manager). To support the University health and safety training and development programme, especially in relation to specialist area.
- To provide strategic and operational support to Heads of School; Principal Investigators; Institute Directors in the management of health and safety, especially in relation to the completion of risk assessments and the effective implementation of necessary control measures.

- To develop the relevant competencies of other health and safety related personnel working within the Faculty, including Fire Wardens, First Aiders, Radiation Protection Supervisors, Laser Safety Officers and Biological Safety Officers, who are professionally accountable to the post holder.
- To co-ordinate, in partnership with the Dean and Heads of School, the activities of other health and safety related personnel.
- To actively work with Trade Unions and their Safety Representatives ensuring effective two-way communication and consultation, and involvement in inspection and audits where appropriate.
- To use delegated executive authority to take prompt action with respect to unsafe conditions or equipment, including prohibition of activity or use where appropriate.
- To liaise internally and externally with appropriate services and agencies. Internally, this includes i) other health and safety professionals and specialists (e.g. Fire Safety Managers; Occupational Health; Human Resource Managers) to enable effective service provision; ii) regular meetings with senior managers, Principal Investigators, Heads of Service, Units etc. to review health and safety performance. Externally this will include liaison with relevant enforcement agencies and other bodies. To undertake all external liaison in relation to specialist area.
- To act as a principal advisory and support to all allocated Faculty and School Health and Safety Committees including, for example, support for agenda development; presenting reports and investigation findings; making recommendations for new policy and strategy developments.
- To provide, under the direction of the Head of Health and Safety, specialist advice and support to the University in relation to chemical and hazardous substance health and safety (excluding biological agents). To also provide specialist Occupational Hygiene assistance and to support the development and implementation of relevant policies and standards with respect to this specialist area.
- Any other duties as may reasonably be required, consistent with the grade of the post

Main duties and responsibilities – Grade 7

- With support from the Health & Safety Service to have a pivotal role in the promotion and maintenance of a healthy and safe working environment in developing an effective partnership with the Dean and Heads of School in the Faculty of Mathematics and Physical Sciences.
- To ensure the consistency of implementation of University policies and standards for health and safety at a Faculty and School level by the development of local strategies and policies. To ensure the smooth translation of University policy and standards into operational best practice management at the Faculty and School level.
- To enable the effective consultation on new University policies and standards in support of the Health and Safety Policy Manager. In partnership with the

Dean and the Head of Health and Safety, to develop strategic action plans with targets for improvement in health and safety management and to ensure the achievement of these targets through operational support to Heads of School, Principal Investigators etc.

- In conjunction with the Health & Safety Service to support the development a quality safety management system which adheres to the principles of OHSAS 18001
- To perform planned local audits and inspections within the Faculty. To take appropriate action and make recommendations to the Dean and other managers.
- To support the completion of reactive incident and accident investigations to establish root cause and make recommendations for appropriate action to prevent recurrence.
- To develop health and safety information resources (e.g. handbook and websites) and provide advice to and respond to information requests from staff and students in the Faculty.
- To develop and provide relevant induction and training to new and existing members of staff (in collaboration with the Health and Safety Training Manager). To support the University health and safety training and development programme, especially in relation to specialist area.
- To provide strategic and operational support to Heads of School; Principal Investigators: Institute Directors in the management of health and safety, especially in relation to the completion of risk assessments and the effective implementation of necessary control measures.
- To develop the relevant competencies of other health and safety related personnel working within the Faculty, including Fire Wardens, First Aiders, Radiation Protection Supervisors, Laser Safety Officers and Biological Safety Officers, who are professionally accountable to the post holder.
- To co-ordinate, in partnership with the Dean and Heads of School, the activities of other health and safety related personnel.
- To actively work with Trade Unions and their Safety Representatives ensuring effective two-way communication and consultation, and involvement in inspection and audits where appropriate.
- To use delegated executive authority to take prompt action with respect to unsafe conditions or equipment, including prohibition of activity or use where appropriate.
- To liaise internally and externally with appropriate services and agencies. Internally, this includes i) other health and safety professionals and specialists (e.g. Fire Safety Managers; Occupational Health; Human Resource Managers) to enable effective service provision; ii) regular meetings with senior managers, Principal Investigators, Heads of Service, Units etc. to review health and safety performance. Externally this will include liaison with relevant enforcement agencies and other bodies. To undertake all external liaison in relation to specialist area.

- To act as a principal advisory and support to all allocated Faculty and School Health and Safety Committees including, for example, support for agenda development; presenting reports and investigation findings; making recommendations for new policy and strategy developments.
- To provide, under the direction of the Head of Health and Safety, specialist advice and support to the University in relation to chemical and hazardous substance health and safety (excluding biological agents). To also provide specialist Occupational Hygiene assistance and to support the development and implementation of relevant policies and standards with respect to this specialist area.
- Any other duties as may reasonably be required, consistent with the grade of the post.
- **A personal development plan will be agreed with the appointee which will allow for the duties and responsibilities set out in the grade 8 section to be assumed over a planned period of time. You will be required to study for, and successfully be awarded, a NEBOSH Diploma or equivalent health & safety qualification for promotion to grade 8.**

Career Expectations

The University of Leeds is committed to developing its staff. All staff participate in the Staff Review and Development scheme and we continue to work with individuals, supporting them to maximise their potential.

Progression to a higher grade is dependent on an individual taking on an increased level of responsibility. Vacancies that arise within the area or across the wider University are advertised on the HR website - <http://jobs.leeds.ac.uk> - to allow staff to apply for wider career development opportunities.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Person Specification

For appointment at University Grade 8:

Essential

- A chemistry related degree or suitable experience of operating within a chemistry related environment.
- 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
- Detailed knowledge of health and safety in relation to chemicals, pressure vessels, cryogenics and hazardous substances (excluding biological agents).
- Self reliant, able to work under pressure, to work with minimal supervision but also be a team player.
- Good interpersonal skills – ability to build effective working relationships with a wide range of people both internally and externally.
- Commitment to own training (CPD) and self development.
- Good organisational skills.
- Good written and presentational skills.
- Ability to
 - identify needs and priorities,
 - set achievable targets and evaluate progress,
 - solve problems in a logical way.
- Computer literate and ability to use Microsoft packages, including Word, Excel, Email, PowerPoint and the internet.

Desirable

- Postgraduate level qualification in chemistry related discipline.
- Postgraduate level qualification in Occupational Hygiene or health.
- Corporate membership of IOSH or equivalent.
- Experience of achieving accreditation against OHSAS 18001 or equivalent
- Experience of providing Occupational Hygiene advice
- Experience of delivering training programmes

For appointment at University Grade 7:

Essential

- A chemistry related degree or suitable experience of operating within a chemistry related environment.
- Working towards or willingness to work towards a NEBOSH Diploma or equivalent health & safety qualification.
- NEBOSH Certificate or equivalent level health and safety qualification
- Suitable experience of operating with a senior level of professional responsibility within a large organisation
- Health and safety experience in relation to chemicals, pressure vessels, cryogenics and hazardous substances (excluding biological agents).
- Self-reliant, able to work under pressure, to work with minimal supervision but also be a team player.
- Good interpersonal skills – ability to build effective working relationships with a wide range of people both internally and externally.
- Commitment to own training (CPD) and self-development.
- Good organisational skills.
- Good written and presentational skills.
- Ability to
 - identify needs and priorities,
 - set achievable targets and evaluate progress,
 - solve problems in a logical way.
- Computer literate and ability to use Microsoft packages, including Word, Excel, Email, PowerPoint and the internet.

Desirable

- Corporate membership of IOSH or equivalent.
- Experience of achieving accreditation against OHSAS 18001 or equivalent
- Experience of providing Occupational Hygiene advice
- Experience of delivering training programmes

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Disclosure and Barring Service checks

A Disclosure and Barring Service (DBS) Check is not required for this position. However, applicants who have unspent convictions, cautions, reprimands and warnings, including any pending criminal proceedings must indicate this in the 'other personal details' section of the application form and send details to the Recruitment Officer at disclosure@leeds.ac.uk.

Disabled Applicants

The post is located in 5-9 Willow Terrace, Willow Terrace Road. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.

Further information about the Faculty/School/Service

Wellbeing, Safety and Health (WBSH) delivers statutory management and support services to the whole University community, however it principally focuses on working with and through employed staff and line managers. The service comprises:

- outward facing, Faculty based or Service Group focussed Health and Safety Managers, including a number with specialist functions, and
- specialist Fire Safety and Radiation Protection teams
- clinical and outward facing Occupational Health Physician and Practitioners
- Development, Training and Audit Group
- Support staff
- Mediation Service
- Staff and LOGIK Centres