



Health and Safety Manager

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| Department | Safety, Wellbeing and Resilience | | |
| Directorate | University Compliance Office | | |
| Staff Category | Administrative and Professional | Reference No | 646770 |
| Reports To | Director of Safety, Wellbeing and Resilience | Grade | 8 |
| Salary Range | £45585 - £56021 | Contract Type | Open Contract |
| FTE | 1 (35 hours/week) | Closing Date | 15/10/2024 |
| Working Arrangements | Hybrid. The standard requirement across the University is that at least three days per week (based on IFTE) will be spent working on-site (with flexibility as appropriate). | On Site Facilities | Car parking, sports centre, catering. |
| Holidays | 31 days + 11 statutory days Option to purchase additional holidays. | | |
| Pensions | Contributory pension scheme available to all staff including generous employer contribution. | | |
| Training | Professional Development with Organisational and Staff Development Unit (OSDU) plus external training if required. | | |
| Family Friendly Benefits | Generous parental leave provision, on-campus nursery and options for flexible working. | | |
| Health and Wellbeing | University Sport centre, Occupational Health service, access to health and wellbeing events, cycle to work scheme, Employee Assistance Programme, agile working and established carers support network and carer friendly policies. | | |

Job Advert

An experienced Health and Safety Practitioner, qualified to degree level with relevant safety qualifications, it is expected that you will have both strategic and operational experience of managing a broad range of risk, ideally in high hazard science/ engineering environments although other relevant experience will be considered.

The Health and Safety Manager will help support the implementation of the University's ambitious safety, wellbeing and resilience strategy. The role will manage and oversee health and safety within the University's Technology and Innovation Centre (TIC), providing competent advice, further developing and reviewing the occupational health and safety management system and enabling a positive safety culture within the TIC building. Additionally, you will work alongside senior colleagues in the department and across the organisation to put in place processes to safeguard the delivery of University services and critical business functions.

The role will also involve supporting other areas across the University and provides an opportunity for a diverse range of activities within a thriving, dynamic and world-leading, international University.

You will direct and manage incident investigations, identify lessons learnt and manage remedial actions as necessary. You will use a variety of techniques to review, monitor and report on health and safety arrangements to drive compliance, best practice, and continual improvement. Previous experience of health and safety auditing would be an advantage.

the place of useful learning

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You will have excellent organisational and planning skills, and an outstanding track record of supporting colleagues at all levels of a large organisation. You will be required to adopt a collaborative, influential approach to ensure leaders and senior managers have the necessary awareness and understanding of their role to meet necessary legislative obligations and to drive the health and safety agenda forward.

You will have a comprehensive knowledge of the UK's health and safety regulatory framework and extensive experience of dealing with the Health and Safety Executive, SEPA, local government and other regulatory bodies. You will hold appropriate health and safety qualifications applicable to the role.

Reporting to the Director of Safety, Wellbeing and Resilience you will be part of a dynamic and innovative directorate with great opportunities for development.

You will be an enthusiastic individual with the ability to work autonomously and as part of a team. This role will demand drive, vision and the ability to work innovatively across boundaries to deliver world class services to the wide range of customer groups using TIC and the wider University

Job Description

Brief Outline of Job:

The Health and Safety Manager will support the Director of Safety, Wellbeing and Resilience in ensuring the University is fully compliant with legal duties and the implementation of the ambitious 5-year Safety, Wellbeing and Resilience Strategy "A Culture of Care".

The role has a specific duty to support the University's Technology and Innovation Centre (TIC), providing management and oversight to enable a positive safety culture with the TIC building and will work closely with the TIC Head of Operations to support a safe working environment for all users.

In order to successfully deliver the five-year Safety, Wellbeing and Resilience strategy, the post holder will ensure health and safety management standards within TIC are legally compliant, reviewed, revised, understood and implemented effectively in order to assure compliance. This may involve developing technologically based programmes, training courses and methods of communication to guarantee standards and other health and safety related information is accessible to all interested parties. You will support the efficient and effective operation of the TIC Safety Committee and contribute to the University's Statutory Advisory Committee for Occupational Safety and Health and other relevant committees/forums as appropriate.

You will work in partnership with Faculties, Departments and Estates Services colleagues to identifying, assess and control health and safety hazards in the workplace and actively advise on sensible and proportionate risk control. This includes providing 'competent' health and safety advice to senior managers, directors and other stakeholders when required and brokering solutions to eliminate the risk of occupational injury and illness. Examples would include providing advice at the initial design phase of major capital projects or at the pre-construction planning stage of large maintenance/modification programs for existing buildings.

The role requires you to co-ordinate and manage the investigation of health and safety incidents including accidents, near misses and dangerous occurrences. You will be expected to capture lessons learnt following investigations, communicate these successfully and effectively manage remedial improvement programmes where necessary.

Working alongside senior colleagues, including the Head of Operations, Risk and Resilience Manager and the Head of Security you will support in implementing the University's extensive safeguarding agenda.

The post holder will be expected to maintain a sufficient level of competency by actively undertaking ongoing continuous professional development and by keeping abreast of new and emerging legislation, guidance and best practice. You will be expected to advise the TIC Operations team and other senior colleagues on legislative changes, as well as revisions made to sector specific guidance.

Effectively communicate, liaise and co-operate with colleagues, external regulatory bodies, Trade Union Representatives, legal advisers, insurers, loss-adjusters, specialist consultants and contractors and other key stakeholders.

Collaborate successfully with senior colleagues to deliver the University's safety, wellbeing and resilience strategy and to foster and strengthen a positive culture of care.

Undertake other such reasonable duties as allocated by the Head of Service.

Main Activities/Responsibilities:

1. Leading the development and implementation of an effective TIC OHS strategy, arrangements and procedures taking into account the University's OHS Policy and documentation. Monitor compliance with relevant University policies and procedures, ensure the TIC OHS management system is reviewed in line with these documents and revised as appropriate.

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| 2. | Responsible for the overview and coordination of OHS management arrangements across TIC, providing professional advice to all levels of staff (Directors, PI's, technical support) and other areas of the University as directed by the Director of Safety, Wellbeing and Resilience. |
| 3. | Produce an annual health and safety report and action plan which provides assurance of compliance and implementation of the wider University safety strategy. Prepare regular management reports for Director of Safety, Wellbeing & Resilience and Head of Ops which demonstrate how key safety performance indicators are being monitored and reports on the implementation the action plan. |
| 4. | Enable the investigation of accidents and incidents including the compilation of accident data; cooperate with regulators, emergency personnel, insurers and staff and their representatives as appropriate. Identifying and sharing lessons-learned as appropriate. |
| 5. | Assist the TIC Head of Operations to support new research moving into the building. This will involve being a key stakeholder and consultee with Estates; reviewing building design, systems and statutory restrictions to ensure the workplace is suitable for the proposed use and providing advice/ guidance to ensure compliance. |
| 6. | Collaborate with colleagues to devise and manage appropriate health and safety solutions in complex situations with, at times, conflicting priorities and major cost considerations. |
| 7. | Convene the TIC OHS Management Committee and ensure appropriate engagement with TIC Ops Team and building users. Manage an annual programme of inspections of all areas of the TIC building to provide appropriate assurance of compliance. |
| 8. | Oversee and manage the development of the TIC Building's Emergency Management arrangements and Business Continuity Plans and other areas as required. |
| 9. | Promote a partnership approach with key stakeholder in TIC, external stakeholders and the wider University community, gaining an understanding of the business needs and challenges and work collaboratively with professional services, operational and academic colleagues to continually improve the health and safety performance of the organisation. |
| 10. | Contribute to the wider safeguarding agenda for the University in terms of business continuity and emergency planning exercises. |
| 11. | Champion the Safety, Wellbeing and Resilience strategy and vision of a Culture of Care. Promoting and enabling accountability and responsibility for these areas across the University |
| 12. | Undertake other tasks and duties as agreed with the Director of Safety, Wellbeing and Resilience. This may include deputising for the Director during periods of leave and working outside of normal working hours to support emergency response/incident investigation activities. |
| 13. | Carry out all duties in a manner that promotes and supports equality, diversity and inclusion, and the University's values. |

Person Specification

Educational and/or Professional Qualifications

(E=Essential, i.e. a candidate must meet all essential criteria to be considered for selection, D=Desirable)

E1 A Degree in a relevant science/engineering or safety discipline.

E2 A NEBOSH Diploma in Occupational Health and Safety or equivalent.

D1 Chartered status with the Institute of Occupational Health and Safety

Experience

E3 Experience of operating in a senior health and safety role in a large, complex, multi-disciplinary organisation;

E4 Experience of effective liaison with regulatory bodies including the Health and Safety Executive, the Home Office, and the Scottish Environment Protection Agency (or equivalent);

E5 A comprehensive knowledge of UK health and safety legislation;

E6 Significant management skills to lead and develop multi-disciplinary teams;

E7 Extensive practical experience in the development, implementation, review and audit of a corporate health and safety management system;

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- E8 Persuasiveness, assertiveness and diplomacy skills with the ability to apply a substantial amount of personal influence within their interaction with others.
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- E9 Ability to solve problems where the optimal solution may not be immediately apparent and there is a range of information, or, where there is diverse, partial and sometimes conflicting data with a range of potential options available.
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- E10 Ability to influence policy through advising on the impact of policy/legislative change and implementation of such within the laboratories.
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- E11 Able to determine own priorities and exercise discretion as long as activities are broadly consistent with operational policies and precedents within their function.
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Job Related Skills and Achievements

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- E12 A sound understanding of sensible, proportionate risk control and how this can support a positive, proactive organisational safety culture;
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- E13 Proven effective, credible and engaging communication and presentation skills, including reporting of complex information to a variety of audiences;
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- E14 Experience of setting and monitoring health and safety performance targets to drive continual improvement of service standards;
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- E15 A track record of successful development and implementation of a health and safety policy and written management standards;
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- E16 Excellent customer focus with the ability to manage stakeholder engagement and conflicting demands.
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- E17 Able to take decisions within an appropriate level of authority, deferring to Line Manager/Supervisor only when necessary
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- E18 An ability to utilise IT systems to enhance compliance in areas such as risk control, incident management and performance reporting.
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Personal Attributes

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- E19 A high level of interpersonal skills to enable effective collaborative working relationships with staff at all levels across the University;
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- E20 An ability to exercise a substantial degree of independence, professional responsibility and discretion, to establish priorities, and problem solve to meet required deadlines;
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- E21 Enthusiastic advocate and ambassador for Safety, Wellbeing and Resilience and the TIC building;
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- E22 Demonstrate a robust, consistent and flexible in approach to access situations and to determine actions required, including decisions during escalating situations;
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- E23 Evidence of ongoing continual professional development
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Other Relevant Factors

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- E24 Flexibility regarding working hours at times.
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Application Procedure

Applicants are required to complete an application form including the name of three referees who will be contacted without further permission, unless you indicate that you would prefer otherwise. Applicants should also submit a Curriculum Vitae and a covering letter detailing the knowledge, skills and experience you think make you the right candidate for the job. Applicants should also complete the Equal Opportunities Monitoring Form.

Other Information

Further information on the application process and working at Strathclyde can be found on our website (<http://www.strath.ac.uk/hr/workforus>).

Informal enquiries about the post can be directed to Charlotte Cannon, Director of Safety, Wellbeing and Resilience (charlotte.cannon@strath.ac.uk).

Conditions of Employment

Conditions of employment relating to the Administrative and Professional staff category can be found at: [Conditions of Employment](#).

Rewards and Benefits

Our staff have access to a wide range of outstanding benefits that include financial rewards, family friendly and wellbeing benefits and career development opportunities, details of which can be found [here](#).

Probation

Where applicable, the successful applicant will be required to serve a 12 month probationary period.

Pension

The successful applicant will be eligible to join the Universities' Superannuation Scheme. Further information regarding this scheme is available from [Payroll and Pensions](#).

Relocation

Where applicable, the University offers a relocation package to support new employees who meet the eligibility criteria. The relocation package is offered as a contribution towards costs incurred, and is designed to be flexible, allowing staff to use the financial support available in the way that will be most helpful to them. Further details are outlined in the Relocation Policy.

Equality and Diversity

The University of Strathclyde is a socially progressive institution that strives to ensure equality of opportunity and celebrates the diversity of its student and staff community. Strathclyde is people-oriented and collaborative, offering a supportive and flexible working culture with a deep commitment to our equality, diversity and inclusion charters, initiatives, groups and networks.

We strongly encourage applications from Black, Asian and minority ethnicity, women, LGBT+, and disabled candidates and candidates from lower socio-economic groups and care-experienced backgrounds.

University Values

The University's Values capture what we're all about: who we are, what we believe in and what we stand for. [Our Values](#) have been derived from how we act and how we expect to be treated as part of Strathclyde.



Conditions of Employment

Administrative and Professional Services Staff Grades 6 and above



1. GENERAL CONDITIONS

Members of staff are subject to the Charter and Statutes and the Ordinances and Regulations of the University, published in the Calendar, and to any amendments or additions thereto approved by the University Court and, in the case of the Charter and Statutes, the Privy Council. Staff are also expected to familiarise themselves with, and adhere to, general University policies and procedures, as published on University web pages.

The University Court recognises Strathclyde University and College Union (SUCU) as the sole body with which it will negotiate and consult on all collective issues concerned with the terms and conditions of employment of Administrative and Professional Services staff in Grades 6 and above. Such terms and conditions may be varied by the University Court after negotiation and consultation with SUCU.

Each member of staff is responsible for the proper performance of allocated duties to the person or persons specified in the member of staff's letter of appointment and any accompanying papers.

The University is committed to ensuring that its business is conducted in an open and transparent manner and will take all appropriate steps to address risks of bribery or corruption. Members of staff are required at all times to act honestly and with integrity and to safeguard the resources for which they are responsible. The University has in place a robust Public Interest Disclosure (Whistleblowing) Policy to enable concerns to be brought to its attention. This is available at www.strath.ac.uk/publicinterestdisclosure. Other relevant policies, e.g. Fraud Prevention and Conflicts of Interests, can also be found on the University's website.

Any member of staff may at any time be exposed to commercially sensitive information, information related to potentially valuable intellectual property or information which may otherwise be of a confidential nature. This information, which could be found anywhere in the University, may be written or disclosed orally, can include information of a commercial or technical nature, and may be owned by the University or by third parties. The University requires all employees to keep any such information confidential in the first instance and not disclose, publish or otherwise disseminate it without prior consent of the University. Such confidentiality obligations are commonplace and in the commercial interests of the University. When in doubt advice should always be sought from Research and Knowledge Exchange Services prior to disclosure.

The University operates probationary periods for new staff, the duration of which will be specified in individual letters of appointment. The normal probation period for posts in this staff category is 9 months for those at grades 6 and 7, and 12 months for grades 8 and above. Further guidance on probationary procedures is published at www.strath.ac.uk/hr.

Further information on the terms and conditions specified in this document and other staffing policies and procedures can also be found at www.strath.ac.uk/hr.

2. SALARY

Appointments are made at an appropriate salary point on the University's grading structure, with initial placing determined according to qualifications and experience. Increments are paid to staff on 1 April each year, when the employee has a minimum of 6 full months of service at the appointed grade, allowing progression to the next point on the salary scale until the top guaranteed point of the scale is reached.

Arrangements in relation to overtime, additional hours, non-standards and on-call working are published at www.strath.ac.uk/staff/policies/hr

Salaries are paid directly to staff members nominated bank account, normally on the second last working day of the month.

3. HOURS OF WORK

The normal working week is 35 hours. Unless otherwise indicated in an individual's letter of appointment, the normal hours are 9.00am to 5.00pm Monday to Friday with a one hour lunch break. Certain members of staff may be required to work some hours outwith this normal pattern and this should be agreed locally.

Overtime rates do not apply to staff grades 6 and above. Where a Head of Department/School/equivalent requests additional work, above the standard working week to meet the particular requirements of the Department, equivalent time off in lieu may be granted by prior agreement.

4. HOLIDAYS

Annual leave entitlement is 31 days per year to be taken by agreement with the line manager. For staff members working on a part-time basis, holidays will be calculated on a pro-rata basis.

In addition to annual leave there is an entitlement to eleven public holidays per year which should be taken on days that the University is closed for this purpose. The University presently closes for four additional days over the Christmas and New Year period. **These additional days count against the annual leave entitlement.**

For staff members working on a part-time basis, public holiday entitlement will be calculated on a pro-rata basis.

Annual leave and public holiday entitlements should be taken in the leave year to which they relate. Up to five days leave can be carried forward into the new leave year subject to line management agreement. In exceptional circumstances, Heads of Department/School/equivalent may approve carry forward of accrued annual leave in excess of five days.

The University's expectation is that staff take all accrued holidays prior to their termination date. If staff have exceeded their entitlement the University will deduct an equivalent number of days pay from final salary payments.

5. SICKNESS ABSENCE

During any period of absence through illness or injury provided the appropriate notification and certification procedures have been followed the University will pay a member of staff (having taken account of the aggregate of all periods of absence due to illness during the twelve months immediately preceding the first day of the current absence) as follows:

| Period of Continuous Employment at start of absence from work | Full Pay | Half Pay |
|--|-----------------|-----------------|
| Less than 1 year | 1 month | 1 month |
| 1 year but less than 2 years | 2 months | 2 months |
| 2 years but less than 3 years | 4 months | 4 months |
| 3 years but less than 5 years | 5 months | 5 months |
| 5 years or more | 6 months | 6 months |

In order to manage the University's sick pay scheme the University requires to maintain sickness absence records on individual members of staff. When making payments after the expiry of statutory sick pay the University will deduct an amount equivalent to any benefit normally payable by the Department of Work and Pensions. For full details on the general University policy in this area please refer to the Sickness Absence Management Policy at www.strath.ac.uk/staff/policies/hr.

6. PENSIONS

If you are under age 75 at the date your appointment commences you will automatically become a member of the pension scheme operated by the University — the Universities Superannuation Scheme (USS). You will be admitted to the career revalued benefits scheme called the USS Retirement Income Builder; the contribution rate that currently applies is 6.1% of pensionable salary. A threshold applies to the maximum salary that counts towards the USS Retirement Income Builder. The current threshold from 1 April 2024 is £70,296 per year. Contributions based on salary above the monthly equivalent rate of the threshold are paid to the defined contribution section of the scheme called the USS Investment Builder. Please use the following link to access information, including the USS Member Guide: <https://www.uss.co.uk/for-members/youre-a-new-joiner>. The scheme booklet is called 'Your Guide to the Universities Superannuation Scheme'.

The University operates a salary exchange arrangement, Pensions Plus, for members of the USS. Pensions Plus enables pension contributions to be made in a manner so that both employees and the University can benefit from available National Insurance Contribution savings. You will be automatically included in Pensions Plus, provided it does not adversely affect your take-home pay or your ability to claim certain state benefits. If your earnings fall below the Pension Plus pay protection limit you will be opted out of Pension Plus. This will not affect your membership of the USS.

New members of staff may opt out of USS within three months of taking up appointment and will then be treated as if they had never been a member of the scheme. After three months members of staff who wish to withdraw from USS during their employment will be required to give a minimum of 28 days' notice in writing to the University. Any member of staff who wishes to opt out should contact the Pensions Section, Finance, in the first instance (pensions@strath.ac.uk). Please note that if you are a member of Pensions Plus and withdraw from USS with less than two years of membership, or cease employment with the University and have less than two years of USS membership, the option of a refund of pension contributions will not be available to you. Instead, USS must provide you with a pension benefit that is payable from your Normal Pension Age. Regardless of whether you participate in Pensions Plus, if you are a member of the pension scheme for two years or more you are not entitled to a refund of pension contributions on leaving the scheme, you will be entitled to a pension benefit.

The University reserves the right to alter or withdraw Pensions Plus as it sees fit or as required to comply with legislative changes. Withdrawal or amendment of Pensions Plus will not affect your membership of USS. If you do not wish to participate in Pensions Plus but wish to remain in

the pension scheme please contact the Pensions Team who will provide you with a non-participation form.

Information regarding pension scheme membership can be found on the Pensions pages of the University's website. Full information regarding USS can be found on the USS website – www.uss.co.uk

7. PLACE OF WORK AND RESIDENCE

Members of staff will be based on the John Anderson Campus, unless otherwise stated in the letter of appointment. The Department/School in which the post is initially placed will be specified in the letter of appointment although there will be an expectation to work at such other places as required in the course of employment.

If the need arises for members of staff to work outside the UK for a period (or periods) of more than one month then such arrangements will be subject to mutual agreement. Members of staff would then be provided with a statement in advance setting out the terms covering such periods of employment.

The University does not normally place specific restrictions upon the place of residence of members of staff. All staff are, however, expected to reside in a location which is compatible with the satisfactory fulfilment of all the duties associated with their appointment.

8. CONSULTANCY/FURTHER ACTIVITIES

To support the strategic objectives of the University and to facilitate individual professional development, the University encourages staff to engage in professional activities with outside bodies related to their field of work. In many cases, such activity will be approved on the basis that it represents University knowledge exchange activity and should therefore be treated as part of the individual's overall workload and managed through the University's systems. It is also recognised that there will be some cases where an activity is entirely separate from the University and should thus be notified/approved as a personal business activity. For further information please refer to the "University Procedure in relation to Work for Outside Bodies including Consultancies", which forms part of the employment contract and can be accessed at www.strath.ac.uk/hr.

9. DISCIPLINARY AND GRIEVANCE PROCEDURES

Further information on the University's disciplinary and grievance procedure can also be found at www.strath.ac.uk/policies/hr or on request from Human Resources.

10. NOTICE AND TERMINATION

The employment of a member of staff is terminable by at least three months in writing, on either side; except during probationary period when the notice period is one month. If notice is being given by a member of staff earlier release may be granted if this can be arranged without detriment to the work of the department or area. If the appointment is for a fixed term it will expire at the end of the period without the necessity for notice. Fixed term contracts may be terminated by either party short of the expiry date by the serving of one month's notice in writing. The University is not obliged to continue a fixed term appointment beyond the employment period. For employees appointed above Grade 10, the notice period for both the employer and employee will be 6 months, except during the probationary period when a one month's notice period will apply. One month's notice will also apply for fixed term contracts terminated short of the expiry date.

Revised April 2024