



Health, Safety and Wellbeing Advisor

People Directorate

Job Title:	Health, Safety and Wellbeing Advisor
Reference:	REQ06490
Location:	Canterbury
Reports to:	Director of Health, Safety and Wellbeing
Responsible for:	This post holds no supervisory responsibility
HERA Reference	051815
Contract Type and Hours	Permanent and Full Time (37 hours)
Grade	Grade H

About the Department

For further information about the People Directorate please use the following links:

<http://www.canterbury.ac.uk/health-and-safety/health-and-safety.aspx> <http://www.canterbury.ac.uk/human-resources-and-organisational-development/human-resources-and-organisational-development.aspx>

Main Purpose of the Role

The principal purpose of the role is to provide advice and guidance on Health, Safety and Wellbeing (HSW) matters to the University in relation to its academic and professional services' activities, including engineering, science and medicine.

The post holder will support and promote the development of a positive HSW culture within the University by supporting the development and implementation of HSW management systems and policies, providing relevant HSW training, performing audits and inspections, undertaking risk assessments, reporting on HSW matters to relevant personnel and committees, providing emergency cover when required, supporting the continual improvement of the University HSW systems, and leading HSW projects across the University in line with the Health and Safety strategic plan, the Wellbeing delivery plan and the University Mental Health framework.

The post holder will work across all campuses and buildings of the University.

Main Duties

- To provide HSW advice and guidance to the University and relevant committees in relation to academic and professional services' activities, including engineering, science and medicine. To lead or collaborate with University colleagues and leaders on the effective implementation of HSW advice as required. To support the development and implementation of HSW policies and standards that meet current and forthcoming legislative requirements and follow best practices.
- To assist the Director of HSW in the delivery of the University Health and Safety strategic Plan, the Wellbeing delivery plan and the Mental Health framework, leading or supporting HSW objectives, in partnership with key stakeholders within and outside the HROD department.
- To assist the Director of HSW in the development and continual improvement of HSW services for the University that support the University strategic objectives and meet future business needs and standards.
- To develop and deliver relevant HSW training courses for staff and students at the University, identifying their diverse training needs and delivering appropriate solutions and development support.
- To investigate accidents and significant incidents within the University, make recommendations to minimize the risk of personal injury and ill health, fire and damage to property, promote and embed wellbeing good practice and support the reporting of incident data within the University and externally.



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| <ul style="list-style-type: none">• To actively participate in monitoring compliance with University HSW policies and legislation, notably by conducting audits and inspections and reporting their outcome to management and committees | <ul style="list-style-type: none">• To establish and maintain an effective relationship with external health, safety and wellbeing organisations, professional bodies and relevant regulatory bodies. |
| <ul style="list-style-type: none">• To maintain an up-to-date knowledge and understanding of matters relevant to the post, including best sector practices and regulatory requirements. | <ul style="list-style-type: none">• To undertake other HSW activities / responsibilities within their competence as directed by the line manager commensurate with the grade of the post |

Person Specification			
Qualifications and Training	Essential	Desirable	Method of assessment
Professional qualifications such as National Examinations Board in Occupational Safety and Health (NEBOSH) certificate or equivalent health, safety and wellbeing qualification, or working towards	x		Application
Educated to Degree level in a relevant subject area and specific experience practicing within an engineering, science and/or medical environment.	X		Application and interview
Membership of IOSH or equivalent	x		Application
Demonstrable track record as a health, safety and wellbeing professional, evidence of Continued Professional Development throughout career	x		Application and interview
Comprehensive knowledge and understanding of relevant national legislation, regulations, codes of practice and guidance and the ability to translate knowledge into manuals, training and action plans.	x		Application and interview
Training skills suitable for workshops and presentations to small to medium sized groups.	x		Application and interview
Experience and Knowledge	Essential	Desirable	
Experience in a health, safety and wellbeing advisory role	x		Application and interview
Experience of developing and maintaining effective working relationships with internal and external contacts including regulatory agencies.		x	Application and interview
Experience of health, safety and wellbeing management systems in organisations similar in size and complexity.		x	Application and interview
Experience in managing successful projects from research and proposal phase through to engagement, progress monitoring and delivery		x	Application and interview
Skills and Attributes	Essential	Desirable	
Experience of negotiating with, positively influencing and collaborating with management and staff to effect health, safety and wellbeing improvements	x		Application and interview
Excellent written and oral communication skills that demonstrate the ability to analyse, interpret and present complex health, safety and wellbeing data and information in a readily understandable manner.	x		Application and interview
Ability to take a proactive role in the continual improvement of health, safety and wellbeing	x		Application and interview
Ability to work autonomously, managing own projects and workload, and demonstrating high levels of initiative and problem-solving skills	x		Application and interview
Ability to devise and deliver training courses.	x		Application and interview
Use of digital technologies, including Microsoft Office suite.	x		Application and interview
Auditing and audit management skills to track and monitor health, safety and wellbeing performance.		x	Application and interview
Record keeping skills for the maintenance of health, safety and wellbeing records.		x	Application and interview



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• Inspection skills for safety issues.	x		Application and interview
• Presentation skills for meetings, training and papers.	x		Application and interview
Qualities	Essential	Desirable	
• The ability to work collaboratively with a wide range of staff at all levels in the university.	x		Application and interview
• The ability to be sympathetic to staff who may have different perspectives and priorities.	x		Application and interview
• Actively champions respect, equality, diversity and inclusion	x		Application and interview