Job Description

Summary

Job title	Divisional Safety Lead
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	Medical Sciences Division across Headington and Oxford
Grade and salary	Grade 9: £57,721 – £66,608 per annum
Hours	Full time (or minimum 80% with significant on-site presence)
Contract type	Permanent
Reporting to	MSD Head of Assurance
Vacancy reference	185257
Additional information	

For Professional services posts:

Current staff are encouraged to read the Internal Mobility Principles, which support the movement of colleagues across Professional Services. Please refer to the Information for internal candidates section.

The role

You will provide expert professional and strategic advice and operational leadership on health and safety matters within the Medical Sciences Division, ensuring effective oversight of health and safety arrangements across the Division.

You will line manage a team of Divisional Safety Officers and work closely with Departmental Safety staff to support effective management of health and safety risks and strengthen compliance across the Division. Reporting to the Head of Assurance, you will play a proactive role in the Division, and contribute at University level as required, in identifying opportunities for improvement and support development and delivery of agreed initiatives. In particular you will ensure the Divisional Safety Organisation is integrated with the broader University Safety Organisation, including participating in relevant key University and Divisional committees. This will require working closely with colleagues across the University in both safety and other roles to champion a culture of Health and Safety accountability at all levels of the organisation.

Responsibilities

The Divisional Safety Lead has three aspects to their role:

1. Department facing: leading your team, you will work alongside departments to provide second line and specialist Health & Safety advice and strategic support.
2. Division facing: you will provide expert and professional advice to enable the Division to strategically identify and act upon areas of concern, including emerging issues, and you will lead on developing, embedding and maintaining the Division's Health & Safety risk management and assurance processes.
3. University facing: You will play a leading role in the Division's interactions with the University Safety community, attending appropriate committees which will include the Division's Safety Risk Management Committee.

Department and Team facing

While Heads of Department have responsibility for safety within their departments, the divisional Safety team has an overall advisory and assurance role:

- Provide visible, on-site safety leadership and ensure the team engages proactively and supportively with departmental leadership, academic and other staff, students and visitors to facilitate safe, innovative teaching and research, within working environments.
- Develop safety protocols that can benefit departments and explore how digital solutions can be used to streamline processes and easily share information.
- Build and maintain effective networks which include Heads of Department and other key influencers and work to ensure all risk owners understand their responsibilities and of how / when to seek advice.
- Strengthen and maintain a network of safety staff across MSD, facilitating the sharing of knowledge and best practices and encouraging collaborative working.
- Engage with relevant governance functions, including serving on some Departmental Safety Committees, and support Departmental Safety Officers to ensure these committees function effectively.
- Work with the team and with departments to establish and maintain the relevant processes to enable robust risk management and assurance activities to be undertaken locally, that will also meet the divisional and university reporting requirements.
- Provide effective line management and personal development opportunities to team members and foster a positive team culture.
- Build and maintain core competencies in the Divisional Safety Team including data analysis, communication, risk management, project management, and assurance.
- In exceptional circumstances, provide out of hours cover or emergency support.

Division facing

- Working with the Head of Assurance in developing a divisional H&S strategy and annual plans.
- In collaboration with departments, the Safety Office, and other stakeholders, support the Head of Assurance in establishing a divisional governance, risk, compliance and assurance framework.
- Lead the Divisional approach to effective implementation of policies and protocols to ensure a high level of awareness and compliance across the Division.
- Lead the operational planning and prioritisation of the Divisional Safety Team's work programme, ensuring effective delivery against agreed divisional framework, plans and performance expectations.
- Provide regular briefings and presentations to senior leaders across the Division and departments, translating complex, technical or specialist information into clear advice for non-specialist audiences.
- Ensure the divisional Safety Risk Management Group (SRMG) is provided with relevant, high-quality information to fulfil their mandate.
- Oversee the development and delivery of an appropriate H&S training and capability framework, working with the Divisional Safety Team, Safety Office and departments.

- Be a champion for improved safety culture, shared learning and engagement, promoting safety as facilitative – enabling safe teaching and research in high-risk areas – and to embed safety in multiple aspects of divisional and departmental business.
- Establishing and overseeing an evidence-based approach to monitoring divisional Health and Safety performance, to ensure effective decision-making, risk management and assurance.
- Identify opportunities for continuous improvement in Health and Safety systems, processes and guidance, and lead their implementation within agreed divisional priorities.
- Ensure the divisional safety team supports, participates, undertakes suitable incident investigations, inspections, and audits, as per policy requirements.
- Liaise with local MSD Trade Union, other internal stakeholders, and external regulators, as required.

University facing

- Contribute to the development of Divisional, and University as appropriate, safety policies, guidance, and tools.
- In conjunction with Divisional Leadership, represent divisional interests on University-wide issues and policy development that may have a divisional impact, including participation on working groups and other bodies.
- Engage with the local NHS Trusts and other third parties as appropriate, to ensure effective cross working, particularly where MSD staff/students are working in shared spaces; and to ensure that shared working arrangements are appropriately documented monitored and reviewed.
- Engage with the Estates function and ensure effective cross working for the benefit of divisional Health and Safety

Selection criteria

Essential selection criteria

- Hold a NEBOSH Certificate (or be willing to attain within the first two years) and substantial professional experience in health and safety leadership within a large, complex organisation.
- Degree-level qualification in a relevant discipline.
- Demonstrable experience of leading, developing and inspiring specialist professional teams, fostering collaboration, accountability, continuous improvement and high performance.
- Significant experience of handling complex, sensitive or high-risk health and safety issues, exercising sound professional judgement and delivering proportionate, pragmatic solutions.
- Demonstrable experience of risk management, compliance, and assurance/audit activities within a health and safety context, and the ability to use the resulting information to support effective decision-making, prioritisation and continuous improvement.
- Experience of developing practical, deliverable and costed plans and leading significant organisational improvement or change programmes.
- Experience of providing strategic advice to senior leaders and governance bodies, including the ability to influence decision-making and contribute to policy, strategy and improvement programmes.
- Ability to lead and influence across organisational boundaries, build trusted relationships and maintain high professional standards while tailoring approach to different situations and stakeholders.
- Excellent communication, presentation and interpersonal skills, including the ability to explain complex or specialist issues clearly to a wide range of audiences and to produce high-quality reports, policies, business cases and briefing papers.
- Strong organisational, analytical and investigative skills, including the ability to identify emerging issues, prioritise safety-critical work, oversee investigations and drive continuous improvement.
- A proactive, solution-focused and people-centric approach, with the ability to maintain momentum and support others through periods of significant change.

Desirable selection criteria

- Experience of working within higher education, research-intensive, healthcare or other complex multi-stakeholder environments.
- Experience of developing or implementing governance, assurance or risk-management frameworks.
- Knowledge or experience of one or more specialist health and safety disciplines, such as biosafety, fire safety, occupational health, laboratory safety or chemical safety.

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: Pre-employment screening

Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Working at heights
- Lone Working
- Driving on University business
- Working with Ionising Radiation
- Working with category 3b or 4 lasers (laser safety class) – For inspections only
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens – may be required to undertake inspections of locations that house these hazards
- Working with blood, human products and human tissues - may be required to undertake inspections of locations that house these hazards
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc. - may be required to undertake inspections of locations that house these hazards
- Work with any substance which has any of the following pictograms on their MSDS:



- Travel outside of Europe or North America on University Business

Additional security pre-employment checks

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit https://www.ox.ac.uk/about.

Medical Sciences Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching, and is the largest of the four academic divisions within the University of Oxford. We are a thriving, multidisciplinary community of over 9000 academics, staff, students and clinicians, all of whom contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division comprises the Divisional Office, the School of Medicine and Biomedical Sciences and our 16 academic departments and their constituent units, institutes and centres, located across multiple sites in Oxford (the Science Area and Radcliffe Observatory Quarter, Old Road campus and hospital sites in Headington), and clinical research units in Africa and Asia.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. Our partnerships with the local NHS Trusts promotes cohesiveness and responsiveness at the interfaces between our mutual teaching, training, research and clinical activities, and enables patients to benefit from close links between medical research and healthcare delivery.

We have been ranked number one for the past 15 years in the Times Higher Education Subject Rankings for clinical, pre-clinical and health sciences.

For more information please visit: www.medsci.ox.ac.uk

The Medical Sciences Divisional Office

The Divisional Office, led by Chris Price, the Divisional Registrar and Chief Operating Officer, provides administrative support for the governance of the Division. It is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Most of our staff are based in the Divisional Office at the John Radcliffe Hospital, and some teams are housed in Old Road Campus and the Science Area.

For more information, please see https://www.medsci.ox.ac.uk/the-divisional-office

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.ox.ac.uk/about/jobs/explore-our-careers/applications-process/how-to-apply

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now.

You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants)

Please upload all documents **as PDF files** with your name and the document type in the filename.

All applications must be received by **midday** UK time on the closing date stated in the online advertisement.

Information for internal candidates

If you currently work at the University please note that:

- as part of the referencing process, we will contact your current department to confirm basic employment details including reason for leaving and information about your performance.
- although employees may hold multiple part-time posts, they may not hold more than the equivalent of a full time post. If you are offered this post, and accepting it would take you over the equivalent of full-time hours, you will be expected to resign from, or reduce hours in, your other posts(s) before starting work in the new post.

Internal Mobility Principles

- Before applying for Professional Services posts, internal candidates are advised to read the Internal Mobility Principles.
- The principles support the movement of colleagues across Professional Services and provide clarity on the expectations of both managers and individuals.
- In line with Principle 2, current members of staff are encouraged to apply for this post.

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: Support with Online Applications

Non-technical questions about this job should be addressed to the recruiting department directly divoff.jobs@medsci.ox.ac.uk

To return to the online application at any stage, please go to: Applications Process

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email.

Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: https://www.ox.ac.uk/about/how-we-are-run/policies-and-statements/policy-hub/job-applicant-privacy-policy. The University's Policy on Data Protection is available at: Data Protection Policy

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82** of 30 September before the 70th birthday.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: The ERJA

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equal Opportunity

The University of Oxford is committed to equal opportunity, and to being a place where everyone belongs and is supported to succeed. We recognise how the diversity of our community enriches our ability to deliver on our academic mission.

We welcome applications from individuals from all backgrounds, including those under-represented within higher education. No applicant or members of staff shall be unlawfully discriminated against on the basis of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

Employment with the University and progression within employment will be determined according to personal merit and the application of criteria related to the duties and conditions of the post. In all cases, the primary consideration will be the ability to perform the job.

As stated in the University's Equality Policy and Equality, Diversity and Inclusion Strategic Plan, our commitment to equality and diversity goes hand in hand with our commitment to academic freedom and free speech.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, support for sustainable travel and other discounts. Staff can also access a huge range of personal and professional development opportunities. See Working here .

Employee Assistance Programme

As part of our wellbeing offering staff get free access to a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more at Healthcare and wellbeing

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

Please see our Life in Oxford webpage for information on relocating to and settling into the Oxford area. The website offers valuable guidance, including information on where to find more details about housing, transportation, finances, healthcare, and other key aspects of living in Oxford and the surrounding region. See Life in Oxford

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See Visas and Immigration

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector (see terms and conditions of employment. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high-quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See Childcare.

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Contact the University's Staff Disability Advisor at staffdisability@admin.ox.ac.uk for further information.

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause.

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support/researcher-hub/about