

UNIVERSITY OF LIVERPOOL

Safety, Risk and Compliance Manager - Liverpool Campus

Grade and salary: Grade 7 £40,704 - £46,970 per annum
Working hours: Full time 35 hours per week/1.0 fte
Tenure: Permanent
Location: Liverpool Campus
Faculty: Health and Life Sciences, Technology, Infrastructure and Environment Directorate

Recruiting department contact: Ben Mollitt, Head of Technology, Infrastructure & Environment Directorate, benmol@liverpool.ac.uk

Job ref: 119374

The Role

Role overview and University context:

You will lead on the development and implementation of effective Health and Safety management systems within your allocated area of responsibility, based on recognised Health and Safety standards such as HASMAP, monitoring the effectiveness of the local arrangements for ensuring compliance with the relevant statutory provisions, and recommend improvements where necessary.

You will work with the wider Faculty Safety Team to share good practice, ensuring a consistent and compliant approach to all matters relating to health, safety, risk and compliance. Working in partnership with the Safety Advisors Office you will ensure that the appropriate information and policies are communicated across your area of responsibility and take reasonable steps to ensure that these policies are followed.

Using your specialist health and safety expertise, you will act as a key operational contact for day-to day service issues and help to drive efficiency, innovation, and service excellence to enhance the delivery of an efficient quality service that underpins the University's strategic and operational priorities.

You will proactively drive a positive safety culture within your designated area of responsibility, working with senior leadership, academic colleagues and other operational leads across the University to ensure that all staff fully discharge their statutory duties relating to the relevant legislation which governs the activities undertaken and the facilities occupied.

You will contribute to the development and implementation of the Faculty's business continuity plans and risk management strategy, as defined in the appropriate policies, and procedures, and promote the importance of effective risk management and a risk-based approach to work activities, through awareness raising and training.

You will be integral part of the Faculty Professional Services Team, you will be responsible for a varied workload, working with the Safety Advisors Office, Property Campus Services on Business Continuity, Sustainability and Environmental Management; and other central Professional Services teams as required.

Working at the heart of a vibrant and diverse academic environment, you will collaborate on cross University initiatives, contribute to policy and service development, and champion continuous improvement that reflects the University's commitment to excellence.

This role reports into the Faculty Safety, Risk and Compliance Senior Manager, and works in a matrix management system with the Safety Advisors Office.

Key responsibilities

- Support the Dean of School/Institute, Head of Operations, Heads of Department and PIs in their efforts to embed a safety culture into everyday work within their relevant area, and perform incident and accident investigations to establish the root cause, and make recommendations and monitor implementation, in respect of any action(s) required to prevent recurrence.
- Support the Dean of School/Institute, Head of Operations, Heads of Department in the development and management of their Strategic and Operational risk registers and business continuity plans in matters relating to Health and Safety.
- Support the development and monitoring of Health & Safety metrics, KPIs, developing reports for Directors and for onward inclusion in Health & Safety governance committees.
- Conduct regular audits and inspections, maintain records, and monitor action completion. Providing recommendations to ensure compliance and continuous improvement.
- Support with external audits to ensure regulatory compliance in matters relating to your area of responsibility (e.g. dangerous goods, clinical waste). Maintaining an awareness of regulatory or legislative changes that could impact the operation of the Faculty.
- Act as the competent health and safety representative at local and University-level on relevant safety and other associated committees and working groups.
- To develop strong links with Departmental Safety Co-coordinators in the Faculty and to coordinate Health and Safety activities across the Faculty to ensure compliance with relevant regulations. This will also require partnership working with the University's Health and Safety Advisors' office.
- In conjunction with the University Safety Office, liaises with external regulatory bodies as required within the Faculty (e.g. HSE). Provides direct support to schools /areas to prepare for external audit or inspection, or in the case of major incidents and emergency response.
- Ensures that Sustainable and Environmental Management systems are in place and adhered to, including supporting with relevant audits (e.g. ISO14001 and LEAF)
- Manage and co-ordinate locally based health and safety roles (e.g. first aiders, fire wardens, evacuation chair handlers) ensuring appropriate levels of resource and training is up to date.
- Participate in the planning and completion of building fire drills and ensure that all statutory inspection, examination and testing requirements are managed and monitored on time and with complete recordkeeping.
- Develop and maintain local area Health & Safety codes of practice, standard operating procedures and statements of intent in collaboration with relevant stakeholders.
- Provide current UK Health & Safety advice to staff, to assist with the resolution of health and safety related issues and assist with the implementation of agreed action plans, escalating to senior leadership where required.

- Play a key role in ensuring compliance with mandatory H&S training and supporting line managers to tackle non-compliance.
- Delivery of safety induction and the organisation of safety training for staff and students in across the Faculty. Develop and maintain health and safety training records to ensure compliance with University guidelines and its statutory requirements.
- Provide operational support to the Faculty staff in relation to the completion of risk assessments, and the effective implementation of the necessary control measures, and use delegated executive authority to take prompt action with respect to unsafe conditions or equipment, including prohibition of activity or use where appropriate.
- Coordinates, develops and delivers where needed the provision of training as appropriate and the development of a Faculty H&S skills matrix, identifying new and emerging training issues.
- Work collaboratively and diplomatically with academic colleagues and professional services staff across the Faculty to promote engagement with health and safety requirements, ensuring advice and guidance is delivered in a clear, proportionate and constructive manner that supports practical implementation within teaching and research environments.
- Undertakes other responsibilities commensurate with the grade as required by the line manager.

Additional requirements:

The Faculty operates a large campus (Leahurst) on the Wirral, where the School of Veterinary Science is based as well as various research activities. Whilst this campus has its own safety personnel, you may be required to work closely with staff from the campus and occasional travel to this site could be necessary.

Travel to other University satellite sites may also be occasionally required.

As required, develop and maintain specialist knowledge of safety, risk and compliance activity relevant to the Faculty, which may include biological, clinical, radiation, GM organisms, high-containment facilities, UV/laser, and animal research.

Manual Handling

The post involves bending, stretching and the manual handling of loads up to 15kg. A system to control the risks is in place. You will be required to complete a health questionnaire. Appointment will be subject to Occupational Health screening.

Bio Hazards

You will be working in an area where there may be a risk of infection, although appropriate measures will be in place to control the risk. You may be offered appropriate immunisations and/or records of your work with infectious material/infectious micro-organisms may be kept. Appointment will be subject to a risk assessment by the University's Safety Advisor's Office.

Pathogens

You will be required to handle pathogens or potentially infected specimens of unfixed human/animal tissue (including blood), although appropriate measures will be in place to control the risk. You may be offered appropriate immunisations and/or records of your work with infectious material/infectious micro-organisms may be kept. You will be advised in your offer letter to contact the occupational Health Department to check on your vaccination status

Exposure to Animals

As an applicant for a post which involves work in animal houses and/or handling animals, you should be aware that:

There is a possibility that you may develop an allergy to the animals you are in contact with.

- The risk is substantially reduced if correct working practices are used and protective clothing is worn.
- Milder cases may be controlled by the use of protective clothing or medication and some people who are affected are able to continue working with animals.

You will be required to complete a health screening questionnaire and clearance from Occupational Health must be received before exposure.

Gluteraldehyde/Asthmagens

You will be required to complete a health screening questionnaire and clearance from Occupational Health must be received before exposure.

DBS

As the work involves working with young people and / or vulnerable adults, you will be asked to make an enhanced Disclosure and Barring Service check.

In addition to the above, all University of Liverpool staff are required to:

- Adhere to all University policies and procedures, completing all obligatory training and induction modules, including Equality & Diversity and Health & Safety.
- Support the University's vision to drive forward environmental and social equity through delivery of our Sustainability Strategy and associated action plans.
- Demonstrate customer service excellence and continuous improvement in engaging with all stakeholders.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Participate in the University's Professional Development Review scheme and take a proactive approach to own professional development.
- Embody and uphold the University's Vision and Values.
- Demonstrate flexibility in on-campus-presence to enable participation in business-critical activities, including reasonable participation in such things as: open days, invigilation, welcome week activities, confirmation and clearing and financial year-end activities

About you

Experience

Essential

1. Extensive experience of working in a laboratory environment.
2. Evidence of knowledge of H&S legislation and procedures especially with respect to radiation/COSHH regulations.
3. A proven track record of successfully managing complex H&S issues in a including the development and management of H&S systems.
4. Experience of working independently, prioritising responsibilities, and managing competing demands.
5. Able to provide high quality professional advice on H&S related matters and support to senior line managers to embed a safety culture into their daily activities.
6. Experience in staff development/training.

Desirable

1. Experience of working in a research-intensive Higher Education Science Environment.
2. Have implemented and maintain the HASMAP standards.
3. Experience of working within a CL3 laboratory.
4. Experience of biological safety, including GM organisms.
5. Experience of working with radiation, and knowledge of radiation safety.
6. Experience of Home Office regulations and in fieldwork safety, biosecurity safe working with animals, and research ethics.
7. Knowledge of the Human Tissue Act and experience of managing HTA auditing and compliance.

Education, qualifications and training

Essential

1. NEBOSH Certificate.

Desirable

1. NEBOSH Diploma.
2. Educated to HNC/ HND or degree level in a relevant discipline.
3. Holds chartered membership of a professional H7S body i.e. Institution of Occupational Safety & Health (IOSH) or equivalent.

Skills, general and specialist Knowledge

Essential

1. Ability to communicate at all levels and provide a clear understanding of the importance of H&S.
2. Excellent oral and written communications skills and proven ability to influence and persuade senior colleagues of the importance of H&S.
3. Ability to work on own initiative and to make decisions within the framework of established policies, procedures and standards.
4. High level of IT literacy, including the use of spreadsheets, databases, and management information systems.

Desirable

1. Proven project & risk management skills.
2. Experience of supporting the implementation of new technologies in relation to Health and Safety.
3. Knowledge of university administrative procedures and the higher education environment.

Personal attributes

Essential

1. Able to build effective working relationships with a wide range of people both internally and externally i.e. with enforcement agency inspectors.
2. Good document and report-writing.
3. Ability to analyse information and data relating to complex situations and to communicate findings clearly and precisely.
4. Able to deal calmly and effectively with emergencies and potentially difficult situations, in some instances, without additional assistance.
5. Adopts a proactive approach to the management of health and safety, and is responsive to colleague's health and safety queries, and requests for assistance, dealing with them in a helpful, informative and timely manner.
6. Alignment with the Professional Services Operating Principles and Commitment Framework.

About us

Established in 1881, we are an internationally renowned Russell Group university recognised for our high-quality teaching and research. We are consistently ranked as one of the best universities both nationally and globally, and the majority of our research is rated world leading or internationally excellent. Find out more about us.

Why Work Here

We recognise, appreciate and celebrate the incredible work our staff do every day. As well as generous terms and conditions, we offer a range of enviable benefits and provide support for colleague's wellbeing and development. Discover more about working here.

Moving from abroad

As a global institute, we welcome applicants from all nationalities. Moving from a different country can be challenging and we would like to help as much as we can. We have put together some information on eligibility to work documentation, accommodation, schools, healthcare, life in Liverpool and the UK as well as other practical information. Discover more about moving from abroad.

Our Staff

Whether it be their friendly colleagues, supportive managers or our outstanding facilities, our staff can explain better than anyone what it is like to work for us and why they enjoy their role. See what our colleagues have to say.

How to Apply

Application process

Our e-recruitment system enables you to register for an online account, where you can view, copy and edit your applications. Set up your account on our Vacancies Portal.

Once you submit your application you will receive an automatic email acknowledgment. You can view your application at any time by clicking into the application history section of your account.

The recruiting department will endeavour to respond to each application. However, if you have not heard within six weeks of the closing date, please take it that your application has not been successful on this occasion.

Job description

After the closing date this job description will be removed from our website. Should you wish to refer to this information at a later date please ensure you save a copy of this document.

Right to work

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment will be conditional upon you gaining it. If the role is based outside the UK, you will need to demonstrate your right to work for the country in which you are to be based.

Disabilities and alternative formats

If you have any other requirements which will help you access the application or interview process or employment opportunities at the University, or if you require copies documentation in alternative formats, please email: jobs@liverpool.ac.uk or telephone 0151 794 6771.