GENERIC ROLE PROFILE

Job Title: Assistant Health Safety Advisor

Grade: G6

School/Division: Human Resources

Location: Sussex House, Falmer

Responsible to: Senior Safety Manager

Direct reports: n/a

Key contacts: n/a

Role description:

To undertake role of subject matter expert in professional field, supporting the achievement of appropriate compliance.

The Health Safety and Wellbeing Team support the University of Sussex in delivering a safe working environment for circa 1500 staff and 14000 students on the Falmer Campus (over 200 acres).

The Assistant Health and Safety Advisor's key role is to promote and improve the safety culture within the University, and to support the Health Safety and Wellbeing Team in delivering services to a range of schools and services.

This is a full-time, permanent position and an ideal opportunity for either an existing assistant health and safety professional looking to expand their experience or an opportunity for someone with a demonstrable interest in health and safety looking to build a career in the higher education sector.

PRINCIPAL ACCOUNTABILITIES

- Provide information, advice and guidance on all matters relating to area of subject expertise to ensure institutional compliance, referring to senior colleagues where required.
- Monitor adherence to institutional and regulatory standards, assess risks, complete internal compliance checks and audits, advise on subject area.
- Support the team in planning for and undertaking student Personal Emergency Evacuation Plans (PEEP) and other fire safety compliance activity.

- On behalf of the institution, perform role of regulatory competent person, where necessary hold appropriate institutional permits and licences.

KEY RESPONSIBILITIES

- Be a subject matter expert in area of expertise, providing advice and guidance, working to satisfactorily resolve technical issues.
- Support the processes to ensure all University policy and procedure is in line with regulatory guidance, and government statute, assisting with policy and procedure development.
- Across the University, working with internal stakeholders to promote a culture of compliance and best practice towards area of expertise.
- In liaison with other SMEs across the institution and external bodies, ensure full compliance coverage.
- Ensure institutional records are in place to support compliance.
- Deliver training and development interventions in subject area to small groups of staff as needed.
- Presenting and facilitating workshops with groups of small groups to develop understanding of procedures and policies within subject area.
- Maintaining and updating information systems in line with the Data Protection Act and ensuring accurate recording of query types and suggestions ideas for improvement.
- Preparing ad hoc and regular management reports to aid the improvement of processes and understanding of the subject area.
- Provide advice on ongoing projects.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

Dimensions

- This role has no direct budget responsibility.
- This role does not have any line management responsibility.
- This role does not have direct responsibilities for equipment or premises.
- The post holder reports to the Senior Safety Manager, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives. In doing this they ultimately support the achievement of the strategic and operational goals of the University, Professional Services and their Division. The post holder will be expected to work collaboratively across the University and with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Division’s/Unit’s/School’s compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): UKVI, Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to university

policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

1. Normally educated to degree level, or other equivalent qualification, or relevant level of experience, as appropriate to the discipline (see role-specific criteria below).

2. A detailed knowledge and understanding of specialist area.

3. Good oral and written communication skills with the ability to present policy and procedure and communicate technical messages in a way that can be understood the audience.

4. Planning and organisational skills including project management and effective IT Skills on MS platform.

5. Good interpersonal skills with the ability to quickly build rapport, effectively influence, in area of expertise, effectively contribute to team working to build and develop working relationships.

6. Analytical skills with the ability to generate effective solutions and make effective decisions.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Completion of the NEBOSH General Certificate or equivalent qualification.

2. Confident working knowledge of area of expertise.

3. Be diplomatic, tactful and able to maintain confidential information and data.

DESIRABLE CRITERIA

4. Demonstrable experience in a similar role.

5. Demonstrable experience working in a university or similar environment.