

Role Descriptor

Role Title:	Health and Safety Officer (COR24-012)
School/Service:	Corporate Services
Normal Workbase:	Your normal place of work is the Stoke Campus, but you will be required to work or be based at any premises the University occupies or any other reasonable location where the University is undertaking its business.
Grade:	6
Role Family:	Technical Expert
Reporting To:	Head of Health, Safety and Wellbeing
Responsible For:	None

Summary of the Role

Undertake health and safety third line assurance under the guidance of the Head of Health, Safety and Wellbeing. Working closely with the Head of Health Safety and Wellbeing the postholder achieve continuous improvement in Health, Safety and Wellbeing awareness and performance and help provide assurance for governance purposes. Undertake the administration of the function to ensure that we have complete and compliant records.

Key Accountabilities

1. To provide timely and competent advice and guidance on all matters relating to Health, Safety and Wellbeing to staff and students and others as applicable
2. To review and investigate accidents, incidents, and near misses to identify remedial actions and propose solutions and recommendations to prevent reoccurrences
3. To help create and deliver the Health, Safety and Wellbeing training programme, whether face to face, on-line or blended, to staff across the university
4. To assist with the creation and review and update of Health, Safety and Wellbeing Policies and guidance
5. To complete inspections and audits across the university campuses and in Schools and Services, and to compile written reports with actions and recommendations for continuous improvement
6. To deputise for the Head of Health, Safety and Wellbeing and act in the capacity of the Management of Health and Safety at Work Regulations 1999, Regulation 7, Competent Person, when necessary.

Role Dimensions

Qualifications

To be successful in this role you will need to hold the following qualification requirements:

- To have already attained the NEBOSH National General Certificate in Occupational Health and Safety, or hold significant equivalent experience.

Experience and Knowledge Requirements

To be successful in this role you will need to demonstrate:

- Excellent organisational skills, including the ability to multitask and prioritise accordingly to achieve results and working in a project environment
- Excellent IT skills, specifically Microsoft Excel and Word

Core Competencies

As a University we have aligned success, in all roles, to the demonstration of all ten Behavioural Competencies that bring our Values to life. Demonstrating these Behaviours is a critical part of a successful career at the University of Staffordshire. Whilst you are expected to demonstrate all ten behaviours, five core behaviours have been identified as essential for success in the Technical Expert role family as follows:

Self-Aware and Never Stops Learning

Invests time in their own development - seeks feedback and works to role model the University values. Holds their hands up to mistakes and learns from them. Is genuine and straightforward in their dealings with others. Demonstrates tact and diplomacy in difficult situations, reflecting on the learning in every situation, good and bad.

Service Excellence

Understands their internal and external customers and their wants and needs. Works consistently to deliver a service that exceeds customer expectations. Takes pride in delivering service excellence.

Personal Credibility

Takes pride in doing a great job. Demonstrates energy and commitment in all aspects of the role. Focuses on the things that make the biggest difference to the University, the team and the department.

Leadership

Demonstrates leadership of self or self and others if in a management role. Takes responsibility for own actions and where in a manager/leader role, the actions of their team. Demonstrates the University values consistently in the way they work. Inspires others by their actions.

Digital

Demonstrates a positive approach to working with University systems, software and technology. In an ever-changing environment seeks out opportunities to embrace change using digital skills, software, and technology to improve processes and drive behavioral and organisational change.

University Responsibilities

The weekly hours and days of work are outlined in the contract of employment. However, the nature of university business may require the post-holder to occasionally work outside core hours at evenings and weekends to ensure continued delivery of an excellent student and customer experience.

All staff are responsible for looking after their own health, safety and wellbeing and that of others who may be affected by their acts or omissions.

All staff are required to minimise environmental impact in the performance of their role and to actively contribute to the delivery of the University's Environmental Sustainability Policy.

Variation to Role Profile

The role descriptor summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. The University reserves the right to vary the duties and responsibilities set out within this role descriptor.