



Job Description and Person Specification

Summary

Job title:	Lead Safety and Risk Manager
Area:	Facilities Management
Reference:	EHA2423-0325
Grade and Salary:	£45413 - £51039 per annum. Grade 9, Points 36 to 40
Contract Type:	Permanent
Hours:	Full Time (36.25 Hours per week)
Location:	Campus based role. Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Risk, Assurance and Business Support
Reporting to:	Head of Risk, Assurance and Business Support

About the Department

This is a strong team made up of:

- Lead Safety and Risk Manager (Team Manager)
- Corporate Health & Safety Manager
- Compliance and Assurance Manager
- Fire Safety Manager
- Health and Safety Assistant

Positioned within the university's Facilities Management (FM) structure the team has an exciting blend of corporate and FM responsibilities. The team drive the university health, safety and operational risk agenda through effective engagement, promotion of best practice and monitoring processes to achieve a safe, sustainable and compliant campus.

To deliver on this broad remit the team works closely with colleagues in a variety of academic departments and professional services departments including HR, Strategic Planning, Finance, Student Services and Occupational Health & Wellbeing to name just a few.

This role reports to the Head of Risk, Business and Assurance who takes strategic lead for safety and risk management across the University.

About the Role

The role will provide strategic leadership on health, safety, and operational risk areas of the business. You will identify risks and opportunities and reduce the university's exposure to risk through effective oversight and development of robust systems and protocols to monitor and manage risk.

As the Service Area Manager for the Health, Safety and Operational Risk team, you will be responsible for providing cross-institutional strategic leadership in the following headline areas:

Corporate Health & Safety Management

- Governance of the Safety Management System (ISO 45001 certified)
- Corporate Health & Safety Strategy and Policy
- Corporate Health & Safety Training
- Accident Investigations and Claims Defensibility
- University Health & Safety Audit Programme

Assurance of FM and Estates Compliance

- Monitoring and Auditing of Regulatory Compliance
- Critical Campus Infrastructure and Asset Resilience

FM Operational and Business Risk

- Business Resilience and Risk Forecasting
- Departmental Risk Register

In collaboration with other key stakeholders and the Head of Risk, Assurance and Business Support, this role holder will also coordinate:

- Institutional Business Continuity Planning
- EHU Emergency Planning
- Critical activities & emergency response – such as pandemic response

Supported by their immediate team, colleagues around the university and external consultancy where appropriate the role holder will manage the FM Department exposure to risk in all the above areas.

Duties and Responsibilities

1. Support the Head of Risk, Assurance and Business Support to provide strategic leadership on university Health & Safety and Operational Risk areas of the business, significantly reducing the universities exposure to risk through effective oversight.
2. Through a consultative approach drive the University's Health & Safety and Operational Risk agenda promoting and monitoring best practice and compliance through effective engagement and audit where appropriate.
3. Oversee the development of the University's Health and Safety Management System to ensure that policy and procedure is developed and reviewed in line with relevant legislation and that requirements are communicated so that all responsible parties are aware of their requirements.
4. Support the University's response to critical health and safety or risk related matters such as pandemic response. Act as key Institutional contact, providing relevant and informed advice to key stakeholders which enables a swift and proportionate response to relevant Government advice. With the Head of Risk, Assurance and Business Support, liaise with external partners such as the Local

Resilience Forum, Public Health bodies and the HSE where necessary as part of the response.

5. Keep abreast of changing legislation and industry best practice and ensure strategies, systems and policies are in place to manage risk and compliance. This includes ensuring that the University has up to date registers of legislation for Health and Safety and for environmental legislation.
6. With support from the team Fire Safety Manager, manage the implementation of the University's Fire Safety Management system.
7. Manage the University continued certification to and certification to the ISO 45001 occupational health and safety management system.
8. Support the Head of Risk, Assurance and Business Support, in collaboration with key stakeholders, the organisation's approach to Business Continuity and Emergency Planning
9. Occasionally represent EHU at industry, HEI and local and national public networks including maintaining partnerships with key national bodies such as the HSE
10. Act as the lead coordinator of the FM departmental risk register ensuring all business risks are identified, recorded, controlled and escalated where appropriate.
11. Support, influence and challenge all FM operational areas to identify risk and put in place robust controls to manage risk proportionately and efficiently.
12. Support the Head of Risk, Assurance and Business Support in providing independent and objective oversight of FM and estates statutory and regulatory compliance.
13. Act as liaison with the University's internal audit provider, managing internal audits completed against the Student Accommodation Code (annual) and any other relevant areas highlighted in the audit programme including Fire Safety, Asbestos and Business Continuity
14. Oversee the completion of the annual audit and assurance programme, ensuring effective reporting and escalation to various university committees.
15. Responsible for providing information to the Head of Risk, Assurance and Business Support to allow effective reporting of information and performance in relation to Health, Safety, and risk to enable to allow the Board of Governors to effectively discharge their duties in relation to health and safety management.
16. Provide effective line management to the team, ensuring they carry out their role effectively and that they are supported in the health and wellbeing.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; demonstrate excellent customer care; undertake appropriate learning and development; actively participate in performance review; encourage equality, diversity and inclusion; respect confidentiality; act in a sustainable manner; and proactively consider accessibility.

Eligibility

Candidates should note that shortlisting will be based on information provided on the application form with regard to the applicant's ability to meet the criteria outlined in the Person Specification attached.

Person Specification

Please note that applications will be assessed against the Person Specification using the following criteria, therefore, applicants should provide evidence of their ability to meet all criteria. Where a supporting statement is indicated you will be asked to provide a statement of how you meet this criterion within the application form.

Qualifications

Criteria	Essential or Desirable Criteria	Method of Assessment
Educated to degree level or equivalent	Essential	Application
Relevant professional qualifications and membership of professional bodies (Nebosh certificate or equivalent, IOSH/IRM membership)	Essential	Application
Postgraduate level qualification in applicable subject area	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
Working knowledge of legislation and regulation relating to health and safety and operational risk	Essential	Supporting Statement & Interview
Working knowledge of the operational risks facing a large FM department and experience implementing systems, models and processes to manage risk	Essential	Supporting Statement, Interview & Presentation
Experience of developing and maintaining positive relationships with regulatory bodies (e.g. HSE)	Desirable	Interview
Experience in developing and enhancing safety leadership and culture within an organisation	Essential	Interview & Presentation
Able to operate across organisational boundaries producing and presenting reports and policies and influencing leaders and managers	Essential	Supporting Statement & Interview
Experienced user of IT, such as MS Office (including Excel for data analysis and Word for technical reports) and other software packages	Essential	Interview & Presentation
Experience of working with / implementing Occupational Health and Safety management systems such as ISO 45001	Essential	Supporting Statement, Interview & Presentation

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of overseeing audit and assurance programmes, management of external audits	Essential	Supporting Statement & Interview
Knowledge and experience of implementing emergency management and business continuity processes	Desirable	Interview

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong presentation and communication skills to engage a range of audiences with differing levels of knowledge and ability	Essential	Interview & Presentation
Excellent people and resource management skills including motivating and developing staff and prioritising large / complex workloads	Essential	Supporting Statement, Interview & Presentation
High levels of both emotional and political intelligence	Essential	Interview & Presentation
Innovative, dynamic and solution focused approach	Essential	Interview & Presentation

Candidate Guidance and How to Apply

Join our team at Edge Hill University! We're looking for talented individuals to join our dedicated and supportive community and make a difference to our students. At Edge Hill we value the benefits a rich and diverse workforce brings and welcome applications from all sections of society.

Have any questions?

For informal enquiries about this vacancy, please contact Peter Roberts, Head of Risk, Assurance & Business Support at Robertpe@edgehill.ac.uk.

Ready To apply:

1. Go to our jobsite - <https://jobs.edgehill.ac.uk/Vacancies.aspx>
2. Find the role you wish to apply for.
3. Click the "**Apply Online**" button on the job advert and follow the easy steps to prepare and submit your application.

Key points:

- **Closing date:** Please refer to the advert for the closing date for this vacancy. Vacancies automatically close at 23:59pm [GMT]. Please note, that the University may on occasion close a post early if vacancies attract high volumes of applications; we therefore encourage you to prepare and submit your application in good time.
- **Next steps:** We'll contact you by email, usually within two weeks, to let you know if you have been shortlisted.
- **Shortlisting:** Information you provide on your application will be assessed against the person specification for this role. We encourage you to clearly show how you meet the requirements presented in the person specification. We encourage use of specific examples of your experience, knowledge and skills within your supporting statement(s).
- **Pre-employment checks:** Following offer, successful candidates will need to provide original proof of identity, qualifications and professional memberships, and evidence their right to work in the UK. You will also complete a pre-employment health questionnaire to support Edge Hill University make appropriate adjustments to support you in the role.
- **References:** You will be asked to provide details of two referees on your application form. References will be collected following issue of an offer of employment. Guidance on how to select your referees is provided on the

form. The University may ask you for alternative or additional referees to cover your previous three years of employment during pre-employment

- **Start date:** A start date will be arranged after pre-employment checks are completed.