



Job Description and Person Specification

Summary

Job title:	Estates Health and Safety Manager
Area:	Facilities Management
Reference:	EHA2169-0426
Grade and Salary:	Grade 9 Points 36-40. £46049 - £51753 per annum
Contract Type:	Permanent
Hours:	Full Time (36.25 hours per week)
Location:	Campus based role. Hybrid with base at Ormskirk, Lancashire, L39 4QP
Accountable to:	Head of Estates Management
Reporting to:	Head of Estates Management



About Facilities Management

Facilities Management (FM) at Edge Hill University is the largest support department, employing over 320 staff across 13 defined service areas. The department delivers a comprehensive range of hard and soft FM services to approximately 12,000 full-time equivalent (FTE) students and 2,000 FTE staff, as well as a significant number of visitors, partners, and members of the public who use the University's 160-acre campus.

The award-winning campus comprises more than 120,000 m² of built environment, including 2,500 residential bedrooms. Facilities Management operates with an annual revenue budget of approximately £17 million, supported by additional annual capital investment that typically exceeds £2 million.

FM Mission Statement - our purpose and aspirations:

*“Our **FM mission** is to deliver a safe, secure and vibrant campus environment in which to live, work, study and play, enabling our students and wider Edge Hill Community to maximise their potential”.*

FM Vision: *“Our **FM vision** is to be recognised as contributing to an outstanding campus experience that drives the attraction, recruitment and retention of our students and wider Edge Hill Community”.*

Our FM Values: guiding our decisions and our behaviour - (how we act):

All that we do is underpinned by our values. Our values are embedded in our words and actions, our decision making, and our performance.

- We will **Embrace challenge and seize opportunity**
- We will **Expect and celebrate creativity and excellence**
- We will **Act responsibly and with integrity**
- We will **Show determination, resilience, ambition and adaptability**
- We will **work together to deliver our Vision**

About Estates Services

Estates Services are responsible for the reactive, cyclical, and planned maintenance management of the University Estate, which comprises 120 buildings. Estate Services includes Helpdesk, Asset and Energy Management and Maintenance Services teams, who are responsible for both the management of the in-house maintenance team and externally contracted maintenance.

About the Role

The Estates Health and Safety Manager plays a central role in the effective delivery of occupational health and safety across Estates Services. The postholder will support the University's health and safety strategy through the development and implementation of local health and safety plans, ensuring consistent compliance and best practice across all teams.

As an experienced health and safety professional, the role holder will act as a key source of specialist advice and expertise, supporting colleagues within Estates Services to understand and fulfil their health and safety responsibilities. You will have a proven track record of leading and embedding a positive health and safety culture within an Estates or Facilities Management environment. This will include driving continuous improvement, enhancing productivity and performance, and promoting proactive risk management across diverse operational teams.

Specific Duties and Responsibilities

1. Be responsible for supporting the University safety strategy through local improvement objectives and writing, reviewing and updating the Estates Services local plans for agreement. Coordinate completion of actions by the teams through delivery of the safety management strategy action plan.
2. Support colleagues in the review of policies and procedures which make up the Safety Management System (SMS) ensuring that they are regularly reviewed so that the SMS remains fit for purpose, work collaboratively with central health and safety team to ensure consistency.
3. Provide advisory support and guidance in relation to construction project related activity and applicable regulations including the Construction Design Management Regulations (2015). This includes both within the maintenance function and with projects managed through the Projects and Programme Delivery team and wider Facilities Management department.
4. Provide specialist Health and Safety advice and support in reviewing

contractor tender submissions, risk assessment and method statements and permit to work submissions.

5. Undertake health and safety inspections where required and provide recommendations and opportunities for improvement.
6. Provide input and support to maintain ISO45001 health and safety management certification status
7. Support estates related compliance and safety related meetings such as the fire safety working group, water hygiene and asbestos working groups.
8. Be a source of specialist advice to support colleagues across the Estate Services function and wider FM department in meeting their health and safety responsibilities,
9. Support in the review of risk assessment and activities undertaken which require a permit to work authorisation.
10. Work collaboratively with the University's central health and safety function to ensure the consistency of university health and safety management policies and procedures.
11. Be responsible for the creation of key health and safety campaigns within the function, driving an excellent health and safety culture.
12. Provide final sign off for accident investigations, review quality of submissions, ensuring that feedback and significant gaps are rectified. This includes particularly those accidents which are RIDDOR reportable or are likely to result in a claim.
13. Responsible for identifying suitable management information, collating, analysing and reporting on trends so that health and safety performance across the function can be measured and managed effectively. Provide reports for departmental meetings, such as FM HSE committee.
14. Ensuring that Estates Services is kept up to date with any legal updates of other requirements linked to health and safety and co-ordinating with the corporate health and safety team to ensure that necessary changes are made within the SMS to ensure continued compliance
15. Producing health and safety progress reports for the Head of Estate Management, providing relevant information on performance and progress against the Estates Services safety management strategy.

16. Attend key Estates Services contractor review and team meetings, driving continuous improvement in the health and safety culture.
17. Ensuring that there is appropriate health and safety training provision for all staff across the function, demonstrated through a comprehensive training matrix, so that individuals are competent to undertake their duties safely and the University is meeting its legal duties with respect to health and safety training for employees.

Continuous Improvement / Customer Engagement:

- Proactively participate in external networking to promote FM and Estate Services, identifying current best practice and benchmarking initiatives in order to develop key performance indicators (KPI's).
- Develop, implement and maintain policies, procedures and systems to effectively assess, record and manage risks associated with the University estate.
- Proactively identify opportunities for continuous improvement, and the enhancement of service delivery standards, through maintaining an ongoing awareness of current and emerging industry best practice for the management and implementation of electrical services
- Actively engage with stakeholders and the wider university community to raise the profile of the FM team, identify opportunities for improvement and to gain knowledge / share best practice.

Mobile Phones

The post holder shall be required to carry a mobile phone / tablet, supplied by the University at all times while on University business and be contactable for call-out arrangements.

In addition to the above, all staff are required to:

- a) Adhere to all Edge Hill's policies and procedures, including Equality and Diversity and Health and Safety.
- b) Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- c) Undertake appropriate training and development as required.
- d) Participate in Edge Hill's Performance Review and Development Scheme.
- e) Adhere to Edge Hill University's environmental policy and guidelines and undertake tasks in a sustainable manner.
- f) Demonstrate excellent Customer Care in dealing with all customers.

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
NEBOSH General Certificate (or equivalent)	Essential	Supporting statement, Application and Interview
Membership of professional bodies (IOSH)	Desirable	Application
Evidence of recent and relevant continued professional development (CPD)	Essential	Application
Working knowledge of H&S legislation and management in the application of Estates/Facilities Services.	Essential	Supporting statement, Application and Interview
Have a recognised auditing qualification in related discipline	Desirable	Application

Experience and Knowledge

Criteria	Essential or Desirable Criteria	Method of Assessment
3+ years of working as a health and safety professional	Essential	Application and Interview
Good working knowledge of The Construction Design Management (CDM 2015) Regulations.	Desirable	Application and Interview
Knowledge and experience of maintenance & engineering systems, policies, legislation and quality standards required for safe operation of a complex estate.	Essential	Supporting statement, Application and Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Working knowledge and experience of Safety management systems (HSG 65 and ISO 45001), establishing strategy and objectives, reviewing policy and procedure, and generating management information for strategic review	Essential	Application and Interview
Experience of completing and reviewing risk assessments	Essential	Supporting statement, Application and Interview
Experience of completing and reviewing accident investigations, including root cause analysis and implementing preventative actions	Essential	Supporting statement, Application and Interview
Ability to influence others through good communication and presentation skills both orally and in writing. Including a wide variety of written reports.	Essential	Application and Interview
Experience of developing and delivering occupational health and safety training and driving a positive health and safety culture.	Desirable	Application and Interview

Skills / Problem Solving

Criteria	Essential or Desirable Criteria	Method of Assessment
To have good communication and interpersonal skills. In order to develop positive relationships with managers and departments.	Essential	Application and Interview
Strong people development capability with a clear focus on the development of the potential of both individuals and teams.	Essential	Application and Interview
Self-motivation and ability to identify and create opportunities for continual service enhancement with the ability to work well under pressure and be adept at making informed decisions.	Essential	Supporting statement, Application and Interview

Personal Qualities / Decision Making

Criteria	Essential or Desirable Criteria	Method of Assessment
High levels of both emotional and political intelligence.	Essential	Interview
Make technical decisions within area of competence/authority which may impact beyond own area of work, using judgement to determine the level of consultation required.	Essential	Supporting statement, Application and Interview
Passionate about customer service and consistently delivering excellence and dynamic, curious, innovative and open to new thinking and ideas.	Essential	Interview
Excellent computer / IT skills	Essential	Application

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.

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: Ella Schubmehl, Head of Estate Management Schubmee@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.