



Job Description and Person Specification

Summary

Job title:	Corporate Health and Safety Manager
Area:	Facilities Management
Reference:	EHA1353-0726
Grade and Salary:	Grade 8, Points 31-35 £39,906- £44,746 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:	Associate Director, Strategic Assurance
Reporting to:	Head of Safety and Resilience

About the Role

This role is central to the successful delivery of occupational health and safety across the university, through formulating the safety strategy and action planning, producing and reviewing policy and procedure, liaising with faculties and departments to ensure a consistent approach in implementing policy and procedure and reporting on performance. The role holder will be an experienced health and safety professional, and as such this role will be the source of advice and expertise to support colleagues around the University where they have questions about how they should meet their responsibilities.

Working arrangements: This role may be offered on a hybrid basis, with an expectation of attendance on site. Working patterns can be discussed and agreed with the recruiting manager upon appointment.

About the Strategic Assurance Department

Under the Executive Sponsorship of the Chief Governance Officer, the Strategic Assurance Department has Institutional responsibility for ensuring effective governance and management of Health and Safety, Emergency Planning and Business Continuity, Sustainability and EDI. The Corporate Health and Safety Manager sits within the Safety and Resilience team working closely with colleagues to provide an excellent support service, providing guidance and advice to colleagues to help them deliver their responsibilities, and assurance to senior management and Governors that the University is fulfilling its compliance requirements. To deliver on this broad remit this team will work closely with colleagues in a variety of professional services departments including Human Resources, Finance, Student Journey to name just a few.

About You

You'll be a dynamic, driven and experienced manager with a strong background in Health and Safety management in a corporate role. You will be confident in building relationships with a wide range of people and offering them advice and support, whilst ensuring that they understand the importance of meeting their responsibilities.

About Us

Founded in 1885 as the first non-denominational teacher training college for women, Edge Hill was born from a belief that education could – and should – change lives. It's a university that has always been shaped by those willing to move forward, even when it meant standing apart. Today, Edge Hill is a

pioneering university defined by action, where staff play a vital role in connecting students to real skills, real networks and real futures.

Duties and Responsibilities

1. Lead the development of the University Health & Safety Strategy and manage the implementation and delivery of associated action plans across faculties and departments. Monitor progress and ensure timely completion of agreed actions, escalating risks or delays where necessary
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3. Manage the health and safety audits of faculties and departments, including management of an independent third party to audit those areas defined as high net risk across the University
4. Lead the development of the University Health & Safety Strategy and manage the implementation and delivery of associated action plans across faculties and departments. Monitor progress and ensure timely completion of agreed actions, escalating risks or delays where necessary
5. Manage the network of Health and Safety representatives across the University, ensuring that they are provided with relevant information to disseminate across their departments, that they effectively represent their departments interests and are involved in changes which impact on health and safety management in their area.
6. Responsible for managing and monitoring the University accident and near-miss reporting system, ensuring that accidents reported are forwarded to relevant managers to investigate and submit any reports to HSE where necessary in line with RIDDOR requirements

7. Undertake quarterly reviews of a sample of accident investigations to review the quality of them, ensuring that feedback and that significant gaps are rectified. This includes particularly those accidents which are RIDDOR reportable or are likely to result in a claims, ensuring appropriate corrective actions are implemented. Provide feedback to managers and support improvements in investigation standards.
8. Responsible for identifying, collecting, analysing, and interpreting health and safety data to monitor performance and trends. Produce management reports and dashboards using tools such as SharePoint, Excel and Power BI to support data-driven decision-making across the University
9. Ensuring that meeting packs for Institutional and departmental meetings are compiled and circulated, and coordinating the meetings and attendance.
10. Ensuring that the University is kept up to date with any legal updates of other requirements linked to health and safety and that necessary changes are made within the SMS to ensure continued compliance. Implement changes and keep an up-to-date legal register covering all relevant health, safety, and environmental legislation and industry regulations. Ensure ongoing compliance and communicate requirements to relevant stakeholders
11. Writing the annual health and safety report for the Board of Governors to provide them with relevant information on performance and progress against the safety management strategy.
12. Ensuring that there is appropriate health and safety training provision for all staff across the University, both e-learning and face to face, so that they are competent to undertake their duties safely and the University is meeting its legal duties with respect to health and safety training for employees. This will involve delivery of training as well as coordination.
13. Being the point of contact within the University for the Health and Safety Executive.

In addition to the above all Edge Hill University staff are required to: adhere to all University policies and procedures; complete all mandatory training and induction modules, including Equity, Diversity & Inclusion and Health & Safety; engage in appropriate learning and development activities; actively participate in performance review; demonstrate excellent customer care; contribute to an inclusive environment for everyone; respect confidentiality; act in a sustainable and environmentally conscious manner; and proactively consider accessibility in all aspects of your work.

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
Nebosh General Certificate (or equivalent)	Essential	Application
Membership of professional bodies (IOSH)	Desirable	Application
Postgraduate level qualification in applicable subject area	Desirable	Application
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	Supporting Statement and Interview
Working knowledge and experience in implementation 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	Supporting Statement, Interview and presentation
Working knowledge and experience of practical implementation of measures to ensure compliance with relevant health and safety legislation and guidance.	Essential	Supporting Statement and Interview
Experience of completing and reviewing risk assessments	Essential	Interview

Criteria	Essential or Desirable Criteria	Method of Assessment
Experience of completing and reviewing accident investigations, including root cause analysis and implementing preventative actions	Essential	Supporting Statement and Interview
Experience of delivering internal H+S training in disciplines such as Manual handling, risk assessment and accident investigation	Essential	Interview
Show highly developed management and organisational skills with the ability to manage and prioritise own and others workload	Essential	Supporting Statement, Interview and presentation
Ability to influence others through good communication and presentation skills both orally and in writing. Including a wide variety of written reports.	Essential	Supporting Statement, Interview and presentation
Experienced user of IT, such as MS Office (including Excel for data analysis and Word for technical reports) and other software packages Experienced user of IT, such as MS Office (including Excel for data analysis and Word for technical reports) and other software packages	Essential	Supporting Statement, Interview and presentation

Abilities and Skills

Criteria	Essential or Desirable Criteria	Method of Assessment
Strong interpersonal skills with an ability to interact with people at all levels both internally and externally and to develop effective working relationships	Essential	Supporting Statement, Interview and presentation
High levels of both emotional and political intelligence	Essential	Interview
Innovative, dynamic and solution focused approach	Essential	Interview
Ability to work accurately and with close attention to detail	Essential	Interview

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, you may wish to contact: Peter Roberts, Director of Assurance, Risk and Legal Services 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
- **Right to work in the UK** – This position does not meet the eligibility requirements for sponsorship under the skilled worker route within the UK visa and immigration service's points-based system. Therefore, Edge Hill University is not able to sponsor individuals who require permission to work to carry out this position.

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