



1 Advertisement

Post Title: Scientific Officer - Health and Safety Manager

School/department: Technical Services

Hours: Full time hours considered up to a maximum of 1 FTE.

Core working hours are 8:30am – 5pm, with expectation to work flexibly depending on business need and be on call in case of emergencies or call outs.

Contract: Permanent

Reference: 9832

Salary: starting at £43,414 to £51,805 per annum, pro rata if part time.

Placed on: 06 October 2022.

Closing date: 02 December 2022. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed.

Expected start date: ASAP

This is a fantastic opportunity for a highly motivated, experienced, hard-working individual to advance their career in a Health and Safety position. This role is to ensure appropriate compliance and management of Health and Safety in the Science Schools, mainly Life Sciences. Working closely with academics, other technicians and central H&S team to ensure that best practice in H&S is undertaken through the Science Schools (Life Sciences, Psychology, Engineering and Informatics & Maths and Physical Sciences), enacting H&S change management, and being the point of contact for specialist H&S information, advice and guidance for these areas.

You will develop, execute and review health and safety plans throughout the Science Schools, ensuring the delivery of improved and developed systems and protocols. This challenging and varied role will require you to have a solid knowledge of Health & Safety – including in a scientific environment, be able to think strategically without losing sight of the details and be highly organised with a positive strategic focus.

The role will call for change and project management experience, excellent interpersonal skills, and a dedication to providing excellent customer service and dedication to compliance and health & safety. You will be expected to be the Radiation Protection Supervisor & Biological Safety Officer as well as being involved with key institutional initiatives such as the infrastructure/building projects e.g: the Life Sciences Estates Project.

Please contact Robert Fowler R.E.Fowler@sussex.ac.uk for informal enquiries

“Please note that this position may be subject to [ATAS clearance](#) if you require visa sponsorship.”

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

2. The School / Division

Please find further information regarding the schools that this cross-school role will be working with: [School of Life Sciences](#), [School of Mathematical and Physical Sciences](#), [School of Psychology](#), [School of Engineering and Informatics](#). Additionally, this role will be working closely with the central Health & Safety Team.

3. Job Description

Job Description for the post of: **Scientific Officer - Health and Safety Manager**

Department: Technical Services

Section/Unit/School: Science Schools

Location: Various – Science Schools (based in John Maynard Smith)

Grade: 8

Responsible to: Associate Director of Technical Operations (dotted line to Head of Health and Safety)

Responsible for: Senior Administrator – Science H&S

4. Person Specification

Role description:

This role is to ensure appropriate compliance and management of Health and Safety in the Science Schools, mainly Life Sciences. Working closely with academics, other technicians and central H&S team to ensure that best practice in H&S is undertaken through the Science Schools (Life Sciences, Psychology, Engineering and Informatics & Maths and Physical Sciences), enacting H&S change management, and being the point of contact for specialist H&S information, advice and guidance for these areas.

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PRINCIPAL ACCOUNTABILITIES

1. Be the lead for compliance and H&S in specialist activities for the Science schools, instigating change management to ensure improving and developing systems and protocols in line with policy and guidance.
2. Be the main point of contact for information, training, advice and guidance on all matters relating to specialist H&S in the Science Schools to ensure institutional compliance.
3. Develop, execute and review health and safety plans in the workplace according to University Policy and legal guidelines, specifically relating to the range of work undertaken across the Science Schools.
4. Monitor adherence to institutional and regulatory standards, assess risks, complete internal compliance checks and audits, advise on subject area and advise on matters of project development.
5. Working with the central H&S team and school-based colleagues to ensure the highest standards of H&S are met in the Science Schools.

KEY RESPONSIBILITIES

1. Management and Leadership

- Provide management and leadership to motivate the department to achieve targets and objectives
- Ensure effective use of resources available to achieve targets and objectives including the selection, induction, performance management and development of all members of the department
- Ensure departmental understanding and application of operational standards are embedded in the departmental culture and methods of working
- Support the development of others, providing training and coaching in area of expertise, especially in H&S related development
- Foster an ethos of continuous improvement

2. Service Delivery

- Ensure effective H&S systems and procedures are in place to support the achievement of key performance targets in area of responsibility.
- Ensure the delivery of improvements to systems and procedures to maintain effective service delivery within area of responsibility.
- On behalf of the institution, undertake role of lead officer, hold certificate of professional competence, undertake role of institutional licence holder, where appropriate
- Undertake development activities, where necessary, in order to keep knowledge and skills up to date and relevant for subject specialism. Apply working knowledge of theory and practice, sharing this knowledge with others as appropriate
- Provide reports and other communication media internally and externally as appropriate. To undertake analysis, interpretation and presentation of complex information to inform decisions related to subject area
- Where required, lead a team in area of expertise.

3. Policy and Procedure

- Based on a broad and deep set of knowledge and experience, interpret policy and procedure, providing advice on the application of policy as required.
- Working with the University Health and Safety Team to ensure the Science School H&S policy and H&S procedures are in line with University policy, regulatory guidance, and government statute, leading on School H&S Policy review and procedure development.

4. Customers and Stakeholders

- Be the institutional subject matter expert in area of expertise, providing advice and guidance to all levels of the institution, working to adequately resolve complex technical issues.
- Across the University, specifically in the Science Schools, working with stakeholders to promote a culture of compliance and best practice towards area of expertise.
- Design and deliver training and development interventions in subject area to staff and students as needed. Where appropriate, assess competency of trainees and provide feedback.
- Develop and liaise with a range of internal and external contacts, ensuring that relevant and timely information is provided, and establishing useful contacts for the future.

5. Reporting and Data

- Ensure institutional records are in place to support compliance
- 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 regulatory bodies and internally to aid the improvement of processes and understanding of the subject area
- Where in place, employ appropriate University H&S management systems to control and record H&S related information, ensuring it is traceable and auditable.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

ROLE SPECIFIC KEY RESPONSIBILITIES

- Working alongside the University Health & Safety Team to ensure a high level of health and safety is met across the science schools, and that all University Health & Safety policies are disseminated and followed.
- Manage and monitor the recording, updating and implementation of risk assessments and COSHH forms across all Science Schools.
- Manage staff and student Safety induction and H&S training. Oversight of specialist training, assessing requirement, recording training completion and facilitating training for specialist areas in the Science Schools. Management of record of training for all staff using laboratories.
- Manage independent audits or inspections of Science School facilities and operational procedures to achieve compliance. Manage actions following audits/inspections, ensuring they are actioned and changes made. Escalate where needed to ensure compliance.
- Support and input directly into Emergency Procedures for all Science Schools. Work alongside Technical Services Managers to ensure Emergency procedures and Contingency plans are up-to-date and fit for purpose.
- Oversight of fire safety arrangements in the Science schools, including whether adequate systems are in place, including fire wardens and fire suppression facilities. Reporting deficiencies to H &S Team ~~office~~ and Schools.
- Manage compliance reports and declarations (e.g. chemical weapons) across the schools, working with Technical Service Managers and central H&S team to gather and report information.
- Reporting and investigating safety incidents and near misses. Escalating where needed. Managing actions which come from investigations.
- Lead contact in Science Schools for creation of PEEPs, working with the H&S Safety team.
- Radiation Protection Supervisor
- Biological Safety officer (GM, biological containment etc.)
- Confirming schools and Estates/SEF are meeting their required compliance activities and checks regarding non-ducted and ducted LEVs. Reporting deficiencies to SEF/Estates, schools and the Health and Safety Team.
- Support the ethical review process from a H&S and compliance based view for research projects via the C-REC review group,
- Represent the Science Schools in relevant University level H&S and compliance based meetings, including the;
 - Health and Safety Committee (University)
 - Science School Health and Safety Committees

- Biological Safety Advisory Group (University)
- Radiation Safety Committee (University)
- Hazardous Agents Safety Sub-Committee
- CL3 Users Group
- Member of C-REC

Dimensions

- This role does not have budget responsibility, but will assist with the management of school based H&S budgets.
- This role has line management responsibility.
- The post holder reports to the Associate Director of Technical Operations, working under broad direction to enable the post holder to manage their own work and that of their team members, to achieve their agreed objectives. The role holder will play a key role as part of the Divisional leadership team in supporting the achievement of the strategic and operational goals of the University, Technical Services & their Division. The post holder is 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. Usually educated to Level 7 - Fellowships, NVQ Level 5, BTEC Advanced Professional award, certificate and diploma level 7, Master's Degrees, Postgraduate Certificate in Education, Postgraduate Certificates
2. Effective management skills
3. Well developed oral and written communication skills with the ability to present policy and procedure and communicate complex technical messages in a way that can be understood the audience.
4. Planning and organisational skills, including project management.
5. Well developed interpersonal skills with the ability to quickly build rapport, effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks
6. Analytical skills with the ability to generate effective solutions and make effective decisions

7. Effective IT Skills on MS platform and any specialist software the role would rely upon.

ESSENTIAL ROLE-SPECIFIC CRITERIA

1. Health & Safety qualification, NEBOSH General Certificate
2. Excellent knowledge of area of expertise, including a wide range of experience relating to the compliance of H&S in a scientific environment.
3. Deep understanding of legal health and safety guidelines
4. Proven ability to work independently, analyse changing situations.
5. Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas.
6. Outstanding attention to detail and observation ability
7. Willing to act as a point of reference to others and demonstrate continuous specialist development, acquiring and refining skills and expertise in new or related areas.

DESIRABLE CRITERIA

1. Health & Safety qualification, NEBOSH Diploma
2. Extensive experience working in a university or similar environment.
3. Radiation safety training or experience
4. Biological safety training or experience