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| Last updated: | 15 December 2020 |

**JOB DESCRIPTION**

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| Post title: | **Deputy Director Health & Safety** | | |
| School/Department: | Health, Safety & Risk Directorate | | |
| Faculty: | Professional Services | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 6 |
| Post responsible to: | Director, Health, Safety & Institutional Risk | | |
| Posts responsible for: | Direct line management: x 7 | | |
| Post base: | Office and non-office based (see job hazard analysis) | | |

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| Job purpose | | |
| Responsible for leading and managing the operational delivery of specialist Health, Safety and Risk advisory services (including the Wellbeing Team), ensuring high service delivery standards in supporting the University’s pro-active management of, and responses to, health, safety and risk issues.  Deputise on behalf of the Director, providing input, expertise and judgement at senior levels, internally and externally. | | |
| Key accountabilities/primary responsibilities | | % Time |
| 1. | **Lead operational delivery of Health and Safety advisory services ensuring high standards through performance outputs:**  To lead and ensure the provision of high-quality technical advice, training, system, guidance, process, audits; input and support in respect of high-risk hazards which have potential for very significant injury, property damage and reputational loss to the University.  Lead four specialists and teams in providing technical support for the high-risk hazards of construction, fire, building facilities (legionella, asbestos, work at height, confined spaces etc.) and engineering.  Lead the Wellbeing Team and in-house Occupational Health Manager.  Ensure key performance indicators for incident investigations, audits, training and other core Health & Safety workloads are allocated and undertaken in accordance with the management system.  Lead on the development of efficient and effective processes to ensure KPIs are delivered within resource constraints.  Ensure the provision of timely intervention and escalation to the Competent Person as and when necessary especially in relation to designs of major construction.  Lead on continual improvement within the department, encouraging all to identify areas for improvement and gaps. Develop policy, process and procedure to improve working practices.  Liaise closely with the Director of Operations for the student’s union to deliver a service that has benefit to them and is in accordance with the service level agreement. | 45% |
| 2. | **Oversight of the directorate’s strategic and operational activity to ensure essential cover at operating times, including the provision of advice out of hours:**  Ensure emergency preparedness and response is incorporated as part of local arrangements within Faculties and professional services, in liaison with Head of Scientific Health & Safety and Manager Risk and Performance.  Lead serious incident response and investigations ensuring senior stakeholders are kept informed. Following any incident, ensure review, engaging with stakeholders, leading to reports, recommendations and smart action plans. Ensure all governance processes are adhered to. | 15% |
| 3. | **Deputise on behalf of the Director of Health Safety and Risk to avoid a single point of failure for this crucial area of work:**  Attend both internal and external meetings to provide a high level of Health & Safety expertise, to represent the University’s interests and to help ensure the University remains legally compliant.  Work with enforcement authorities and public agencies building strong relationships, developing a basis to be proactive on Health and Safety matters, with the directorate as their key point of contact.  Liaise with the Health & Safety trades union representatives to ensure compliance with the Safety Representatives and Safety Committees Regulations 1977, to enable union input, to enable joint incident investigations and to resolve areas of concern**.** | 15% |
| 4. | **As a member of the Health, Safety & Risk Senior Management Team**:  Foster ownership within each specialist and Faculty area to drive a proactive approach to Health & Safety, helping to ensure the provision of policy, guidance, process and procedure to the benefit of all university users.  Unify the teams to create a single team approach which promotes consistency and high standards across the University.  Implement the strategic plan through assessing the workload of teams and their members, prioritizing projects, allocating projects across the Directorate and reviewing progress against agreed deadlines. | 10% |
| 5. | **Staff management**  Lead and manage the teams within the portfolio of this providing strategic leadership, vision and expertise. Developing the capacity of both the team and individuals, ensuring the right mix of skills and capabilities through continuous professional development, performance feedback (including appraisals), and effective recruitment. | 10% |
| 6. | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| **Internal**  To work closely with the Directors of Estates & Facilities to enable health and safety management of major construction projects, supporting senior project managers and ensuring legal compliance.  To work closely with the Directors of Human Resources to enable staff wellbeing and maintain an Occupational Health service  To build positive relationships with Heads of School, professional services directors, other senior managers and Health & Safety trades union representatives across the University.   * Interaction with a wide range of University staff and stakeholders at all levels of seniority in the University using well developed written and verbal communication skills to communicate clearly, accurately and concisely.   **External**   * Liaison with enforcement authorities and external agencies * Collegiate working with consultants and contractors of major new-build projects. * Collegiate working with the external Occupational Health partner – NHS Trust. * Build positive relations with the Student Union * Represent the University with local authorities in respect of health, safety and incident response affecting students and staff or those impact in the local community * Networking with other senior health & safety professionals within the sector |

| Special Requirements |
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| * This post may on occasions be required to provide specialist advice and support out of hours, to attend serious incidents, to investigate such incidents and/or to participate in crisis response teams at University level. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to achievement of a senior professional qualification or postgraduate degree e.g. NEBOSH Diploma, MSc Occupational Health & Safety  Chartered Member of Institution of Occupational Safety & Health (or equivalent)  Proven leadership and senior management experience within large complex organisations.  Experience of managing a team of specialist and generalist advisers  Extensive experience of working collegiately across different departments and areas of work.  Experience of leading and carrying out audits, site inspections and incident investigations.  Proven skill in report writing and interpretation of data analysis, at board level  Experience of carrying out incident investigations which have significant risk or have potential to cause serious injury or death  Proven experience of working successfully with Trade Unions/employee representatives. | Management qualification at degree level or above.  Lead Auditor qualification  Food safety qualification  Experience and qualification in managing Health & Safety within construction and buildings e.g. CITB site management qualification, CSCS professional card or NEBOSH Construction Safety certificate.  Proven experience of managing significant change.  Good understanding of workshop safety, PUWER and LOLER legislation.  Good awareness of fire safety regulations.  Experience of managing or overseeing a business continuity programme  Qualification and training in incident investigation  Experience of project management and delivery transformation | Qualification verification.  Qualification verification.  Qualification verification.  Application  Application, & interview  Application, & interview  Application, & interview  Qualification verification.  Application, & interview |
| Planning and organising | Proven ability to champion and oversee departmental contribution to institutional strategy and to lead on departmental strategies and plans.  Proven ability to effectively prioritise and plan work, to work under pressure, to identify issues and trends, assess, analyse and address complex situations.  Proven ability to effectively work with others at all levels, but particularly with fellow professional colleagues, to develop and implement quality construction health and safety action plans to ensure the continual enhancement of construction health & safety management, performance and culture.  Proven ability to plan and shape the direction of specialist or professional area of activity.  Proven ability to organise major new initiatives, with little or no precedent. | Experience of successful project management. | Interview  Application & interview |
| Problem solving and initiative | Proven ability to identify and analyse changes in legislation that would impact on construction activities in Health & Safety law and other relevant standards, and apply practical solutions to ensure standards are being achieved and maintained.    Proven ability to quickly assess, analyse and interpret complex situations and detailed legal, medical, technical and management information and data, as part of planning construction health and safety requirements. |  | Application & interview  Application & interview |
| Management and teamwork | Proven ability to monitor procedures and arrangements in relevant areas of policy, service and systems and make appropriate timely professional and effective interventions.  Demonstrably articulate, tactful, diplomatic and competent advice, capable of fostering good working relationships and professional credibility with both academic and other professional staff and construction related partners.  Proven ability to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  Proven ability to foster positive relationships both within and outside of own department.  Proven ability to proactively work with senior managers across the University to achieve key deliverables.  Proven ability to deliver the Line Manager’s expectations as stated in Appendix 2. | Able to implement large-scale, wide-ranging and multiple stakeholder policy change relating to construction management. | Application  & interview  Application & interview |
| Communicating and influencing | Proven ability to influence managers through rapport, persuasion, negotiation, clarity, conviction, and professional substance and credibility.  Proven ability to communicate with staff at all levels of seniority, and also customers/stakeholders (e.g. students). Proven ability to develop and communicate policy and procedure with clarity and engage colleagues in policy implementation. Proven ability to negotiate effectively on on key issues.  Proven ability to develop and lead key communications strategies. | Maintain an extensive vital external network of high level and influential contacts to ensure benchmarking of University standards and practice within your areas of responsibility | Application & interview |
| Other skills and behaviours | Willing to supplement existing knowledge and undertake further professional training and development as agreed.  To role model the Southampton behaviours (see appendix 1) and work with the management team to embed them as a way of working across the department / directorate / University. |  |  |
| Special requirements |  |  |  |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (e.g.: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (e.g.: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work | x |  |  |
| Extremes of temperature (e.g.: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (e.g.: solvents, liquids, dust, fumes, and biohazards). Specify below:  Biological hazards | X |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling | N/A |  |  |
| ## Driving university vehicles(e.g.: car/van/LGV/PCV) | N/A |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (e.g.: strimmers, hammer drill, lawnmowers) | N/A |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | N/A |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (e.g.: pipetting) | N/A |  |  |
| Gross motor grips | N/A |  |  |
| Repetitive reaching below shoulder height | N/A |  |  |
| Repetitive reaching at shoulder height | N/A |  |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | X |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |

Appendix 1. Embedding Collegiality

Collegiality represents one of the four core principles of the University; Collegiality, Quality, Internationalisation and Sustainability. Our Southampton Behaviours set out our expectations of all staff across the University to support the achievement of our strategy.

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| **All staff** | **Behaviour** |
| **Personal Leadership** | I take personal responsibility for my own actions and an active approach towards my  development |
| I reflect on my own behaviour, actively seek feedback and adapt my behaviour accordingly |
| I show pride, passion and enthusiasm for our University community |
| I demonstrate respect and build trust with an open and honest approach |
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| **Working Together** | I work collaboratively and build productive relationships across our University and beyond |
| I actively listen to others and communicate clearly and appropriately with everyone |
| I take an inclusive approach, value the differences that people bring and encourage others  to contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achieve  positive and productive outcomes |
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| **Developing Others** | I help to create an environment that engages and motivates others |
| I take time to support and enable people to be the best they can |
| I recognise and value others’ achievements, give praise and celebrate their success |
| I deliver balanced feedback to enable others to improve their contribution |
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| **Delivering Quality** | I identify opportunities and take action to be simply better |
| I plan and prioritise efficiently and effectively, taking account of people, processes and  resources |
| I am accountable, for tackling issues, making difficult decisions and seeing them through  to conclusion |
| I encourage creativity and innovation to deliver workable solutions |
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| **Driving Sustainability** | I consider the impact on people before taking decisions or actions that may affect them |
| I embrace, enable and embed change effectively |
| I regularly take account of external and internal factors, assessing the need to change and  gaining support to move forward |
| I take time to understand our University vision and direction and communicate this to  others |

Appendix 2. Line Manager Expectations

The statements below provide additional clarity on what is expected of our line managers and supervisors.

Managing People: Manage and support your peoples work productivity, performance, wellbeing and development to maximise their contribution and enable personal growth.

Managing the Student and Customer Experience: Ensuring our students and the customer are at the centre of everything we do, always considering their needs before acting, to ensure we deliver a high-quality experience every time.

Managing Financial Decisions: Make well informed and timely financial decisions with an understanding of the consequences and impact on the financial sustainability of the University.

Managing Compliance: Understand and apply the University regulations, policies, guidelines, and legal requirements to ensure continued operational compliance.

Managing Risk: Identify potential risks, assess probability and impact and take appropriate steps to mitigate the risk or maximise potential benefits.