



THE UNIVERSITY *of* EDINBURGH

Job Description

Job Title: Deputy Director –Operational Management and Core Safety Advisory Services

Department / School: Corporate Services Group / Health and Safety Department

Reports To: Director of Health and Safety

Job Purpose

Lead, plan and deliver University health and safety arrangements, both the statutory requirements and initiatives that create a world-leading place to work. Supporting a transformational change in University Health, Safety and Wellbeing, the postholder will lead their team and the design of work programmes to deliver this change. The postholder will have relevant competence and experience in providing health and safety advice.

Main responsibilities

- | | Approx. %
of time |
|--|------------------------------|
| a) Lead and be accountable for the development of the work programmes and staff performance delivering the remit of Operational Management and Core Safety Advisory Services. This will ensure core advisory services are delivered appropriately for the whole university and that the network of advisors delivering this are effective. The operation of the department will be delivered efficiently, including all management systems for services which includes; document control, university statutory returns, all senior level reporting, university committees, budget and KPIs. | 30 |
| b) Lead on the delivery of the content of the health and safety framework necessary for the University to be effective in delivering its strategic goals and its research, teaching and supporting services. Ensure that policy, guidance and associated practice (risk assessment, training and audit) reflect current legislative requirements and set best practice. Identify where innovative changes are needed to create leading edge approach to health and safety. Facilitating the uptake and implementation of those actions, seeking continual improvement of a whole system approach to health and safety programmes which impact on the whole University community. | 25 |

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| c) | Effectively lead your team and connect to a network of School advisers working in partnership. Build strong relationships with key stakeholders, including but not limited to; the University's Leadership team, senior managers with key related remits, academic colleagues, those leading the field in the areas that support advancement of health and safety, and external partners; universities safety networks, HSE and other relevant agencies. | 25 |
| d) | Demonstrate meaningful impact of Health and Safety's key programmes of work through measuring, monitoring and reporting on health and safety of both the service and University. Use data and evidence led information to improve health and safety in the workplace. Monitoring and evaluating actions to measure and demonstrate impact, recommend change and prioritise University wide actions. | 10 |
| e) | Provide competent advice for the organisation taking the lead as a competent adviser where required in terms of the Management of Health and Safety Regulations 1992 and as required to represent the Department and manage staff. | 10 |

Key contacts / Relationships

- University senior leadership team and senior managers across the organisation,
- Regular contact with staff in Estates and Buildings, Accommodation Services, and in all Colleges, at senior level, managers and staff particularly with Directors, Heads of Schools, School Safety Managers etc, regarding policy issues, and on individual queries.
- Regular liaison with enforcement agencies and insurers in connection with accident and incident reporting and investigations and with potential or actual enforcement.
- Convener of the University Health and Safety Committee.

Planning & Organising

- It will be expected that planning encompasses annual objectives, some of which will work towards the department's longer term strategic plan. The post holder will also set the operational objectives and work of the team, which will be monitored over a 6-12 month period, to ensure these are delivered
- Plan, organise, prioritise and monitor work with the senior professional and support staff within the team to deliver the service as defined
- Foster and build effective alliances underpinned by a strong ethos of partnership working with a broad range of stakeholders to enable effective working at all levels
- Plan and prepare reports for the whole Health and Safety Department such as annual planning, budgeting, monthly and quarterly performance and submission of reports for senior management and Committees.

Problem Solving

- Identify appropriate solutions to challenges concerning all aspects of occupational health, safety and wellbeing, from corporate issues to individual queries, relating to routine day-to-day issues, emergency response situations and where relevant if this identifies organisational change is required this will be planned and it is expected this will be driven forward by the postholder and may be planned over 12 months
- Direct and coach the professional staff within the Health and Safety Department, school safety network, managers and staff on how best to address and resolve a wide range of issues, based on interpretation of legislation, reference to guidance, by knowledge, experience and judgement.

Decision Making

- Make decisions, contribute and lead as appropriate on University strategic policy matters. Decisions can have far reaching consequences and will have the potential for significant financial and reputational impact for the organisation
- Be accountable for leading the delivery of services in the area of responsibility
- Deputise for the Director and empowered to make decisions on behalf of the organisation as appropriate
- Decide, sometimes based upon conflicting or complex information, on the most appropriate course of action for both routine and emergency situations based on experience and judgement, with or without reference to other professional colleagues, depending on the scope and urgency of the situation.
- Decide on appropriate level of investigation and facilitate necessary remedial actions for incidents and assess if formal notification to enforcing authority is necessary.

Knowledge Skills and Experience

Attribute	Essential	Desirable
Education, Qualifications & Training	<p>Degree level in a relevant discipline with post-graduate qualification or equivalent</p> <p>NEBOSH Diploma, or equivalent academic qualification. Member of the Institute of Occupational Safety and Health (IOSH)</p> <p>Evidence of continuing professional/personal development, including management and leadership development</p>	<p>Additional qualifications / memberships in relevant professional disciplines</p> <p>Chartered Member of the Institute of Occupational Safety and Health (IOSH).</p> <p>Specialist health and safety training and qualifications</p> <p>Management training Leadership, managerial courses and training.</p> <p>Driving licence</p>
Knowledge & Experience	<p>Considerable experience of operating at a senior/managerial level in a diverse,</p>	<p>In addition, experience of a large public or private sector</p>

	<p>complex organisation alongside significant experience of coaching, motivating and developing a team of direct reports</p> <p>Require a high level of communication skills, and an open, supportive and visible management style in order to earn the confidence and respect necessary to deliver effectively the agenda of change. Be able to support the development of a culture that encourages initiative, individual and team responsibility</p> <p>Demonstrate the skills and experience they bring which will drive forward innovation and change</p> <p>Experience providing competent Health and Safety advice</p> <p>Experience of supporting staff to create a healthy working environment where their wellbeing is prioritised and staff feel supported and motivated</p>	<p>such as a University, with regard to health and or safety and wellbeing, would be a distinct advantage</p> <p>Experience in creating and building working partnerships and relationships with key stakeholders</p> <p>Experience setting SMART objectives and reviewing staff performance</p> <p>Experience of transforming strategy into implementation of plans</p>
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Dimensions

- Management of 13.5 staff with senior line management reports. H&S Office Administration, Training, Audit, Fire Safety, Projects and Occupational Hygiene
- Communication with a network of safety advisers ~ 46 staff based in schools/departments
- Salary budget for service, operating budget.
- Contract management of services for projects/specialist consultancy
- Service provision is across the University, 15,000 members of staff, 46,000 students, contractors and visitors.

Additional Information

- The University has a broad hazard and risk profile, which can impact on individuals, Schools, and on the University's finances, reputation and competitive advantage.
- The Deputy Director is expected to provide practical advice and assistance out-of-hours during emergency incidents or other similar events which includes attending the campus if necessary.

Health & Safety Requirements / Key Job hazard information

The role will involve visiting all campuses and entering facilities used for all research.

Therefore, the postholder will be asked to work in areas which contain chemical, biological, radiological hazards and risk assessment will be provided along with any specific controls measures, training or information as appropriate. The role will potentially involve travel in the UK/International.

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.