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| Last updated: | May 2021  |

**JOB DESCRIPTION**

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| Post title: | **Health and Safety Manager (Wellbeing)** |
| Academic Unit/Service: | Health, Safety & Risk Directorate |
| Service: | Professional Services, COO |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: | 5  |
| \*ERE category: | N/A |
| Post responsible to: | Director Health & Safety Operations |
| Posts responsible for: | Health and Safety Officer (Well-being) |
| Post base: | Office-based/Non Office-based (see job hazard analysis) |

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| Job purpose |
| To lead on the development of a comprehensive staff wellbeing programme, across the University.To develop policy, process, guidance and training material relevant to welfare and wellbeing to enable line managers in the support and management of work related wellbeing risks. To provide joint leadership of the Staff Wellbeing working group, alongside an academic colleague, ensuring synergy with the Student Mental Health programme. To indirectly manage a network of wellbeing champions, coordinating their wellbeing initiatives and driving the wellbeing agenda.  |
| Key accountabilities/primary responsibilities |
| 1. **Specialist advice and expertise**
* To develop a comprehensive staff wellbeing programme, including the development of policy, process and procedures for the effective management of wellbeing and welfare which includes: work environment, building ventilation, layout, kitchen provision, toilets, access to work, access to support, disability, vulnerability, rest breaks, temperature, weather.
* To lead the provision of specialist generic advice in respect of mental health and work-related stress, liaising closely with the Occupational Health Manager (who triages individual cases).
* To provide clear leadership and support to the University Staff Wellbeing Working Group, to ensure it sets and delivers clear objectives in accordance with the Health, Safety & Wellbeing Strategy.
* To provide competent professional Health & Safety advice in respect of specialism, providing input from the planning stage to completion.
* Develop competence standards for relevant roles relating to specialist areas including health campaigns in conjunction with all stakeholders.
* Working collegiately with other specialist Health & Safety colleagues (Advisors) to provide a coordinated approach to health and safety advice, policy and procedure.
* Develop and deliver effective Health & Safety training, to exacting professional standards, particularly in, but not limited to, the assigned specialist areas as above, to include identifying and managing training needs, defining effective learning outcomes, preparing high quality training materials, flexible and innovative use of a range of delivery formats and media, robust assessment of learning outcomes, and using feedback to review and maintain training efficacy.
 | 45% |
| 1. **Performance and monitoring**
* Monitor operational implementation of relevant policies and standards.
* To work closely with line and project managers and other stakeholders as relevant to ensure health and wellbeing is being adequately managed and ensuring legal compliance.
* Monitor the implementation of University responsible duty holders to ensure implementation of duties in line with legislation.
* Development and implementation of specialist audits for related risk including the monitoring of resolution of corrective actions.
* Use of data, including staff absence and reasons, to target resources and campaigns.
 | 20% |
| 1. **Management and engagement**
* Attend Health, Safety & Risk Directorate meetings or other meetings as required by the Director of Health & Safety Operations.
* Ensure clear communication and liaison with key personnel to aid understanding and support implementation.
* Ensure the provision of timely intervention and escalation to the Director of Health & Safety Operations as and when necessary in respect of incidents, operations or activities which may have an adverse impact on the University.
* Develop good partnerships and key contacts thereby contributing to collegiate and professional working relationships.
* Identify areas for improvement and gaps, developing policy, process and procedure to improve working practices.
* To identify incidents and near misses that have the potential of serious consequential outcomes and ensure appropriate investigations are undertaken as required and/or as directed by the Director Health & Safety Operations to include RIDDOR reporting as required, identifying immediate, underlying and root causes, identifying and monitoring corrective actions, and producing robust written reports.
* To oversee and coordinate maintenance of the Mindful Employer charter as the University’s wellbeing lead
 | 20% |
| 1. **Line Management**
* To line manage direct reports, exercising good people management practices including mentoring, coaching, training, advice and guidance as necessary. Ensure the right mix of skills and capabilities through continuous professional development, recruitment and performance feedback
 | 10% |
| 1. **Other duties**

To undertake any other duties that fall within the scope of this role, as allocated by the Director Health & Safety Operations. | 5% |

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| Internal and external relationships |
| **Internal*** University Executive Board members, particularly the nominated Champion for Wellbeing.
* Associate Director Student Services
* Human Resources, in particular the Equality and Diversity Team and Employee Relation Managers
* Wellbeing Champions, located in professional service and Faculties across the University.
* Interaction with a wide range of University staff and stakeholders at all levels of seniority in the University.

**External** * Close liaison and collegiate working with Occupational Health consultants, local Councils, other universities and other external agencies in the provision of wellbeing support services across the University.
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| Special Requirements |
| * Subject to annual leave, sickness and other unavoidable contingency, Health and Safety staff will be expected to be available to give expert advice or information or to assist in the event of any emergency on University premises.
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable |
| Qualifications, knowledge and experience | Qualified to NEBOSH Diploma level 6 in Health & Safety or similar e.g. PG Diploma or NVQ. Degree in relevant subject e.g. Social Science, Health Science, Health and Safety etc. Chartered Member of Institution of Occupational Safety & Health (or equivalent) or similar e.g. IIRSM. Comprehensive knowledge of health and safety legislation especially in respect of occupational health, wellbeing, workstation and welfare management. Good understanding of Occupational Health and Health surveillance practicesComputer literacy enabling the effective use of the Microsoft suite of packagesExperience of managing wellbeing within a complex organisation.Significant experience of working collegiately across different departments and areas of work in a large complex organisation. | Training experience or qualification e.g. Preparing to Teach in the Lifelong Learning SectorTraining and experience of conducting professional standard health and safety audits e.g. BSI AuditorAdditional Health & Safety training/qualifications in specialist areas relevant to the role e.g. NEBOSH Certificate in WellbeingComprehensive experience in implementing health initiatives as part of Health and Safety management. |
| Planning and organising | Able to work effectively with others at all levels, but particularly with fellow professional colleagues, to develop and implement quality health and safety action plans to ensure the continual enhancement of health & safety management, performance and culture.Able to effectively prioritise and plan work, to work under pressure, to identify issues and trends, assess, analyse and address complex situations. | Experience of successful project management. |
| Problem solving and initiative | Able to identify and analyse changes in legislation that would impact on university activities relevant to Health & Safety law and other relevant standards, and apply practical solutions to ensure standards are being achieved and maintained. Able to quickly assess, analyse and interpret complex situations and detailed legal, medical, technical and management information and data, as part of planning health and safety requirements. |  |
| Management and teamwork | Able to monitor procedures and arrangements in relevant areas of policy, service and systems and make appropriate timely professional and effective interventions.Able to foster positive relationships both within and outside of own department.Proven ability to delegate tasks and responsibility effectively, setting reasonable deadlines and influencing and persuading others when there is no direct line management responsibility.Proven ability to manage team dynamics, ensuring any potential for conflict is managed effectively.Proven ability to formulate development plans for own staff to meet current and future skill needs.Able 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. |
| Communicating and influencing | Proven ability to persuade and influence in order to foster and maintain relationships.Proven ability to resolve tensions and difficulties as they arise.Demonstrable negotiation and persuasion skills.Proven experience of influencing a wide range of different and senior stakeholders and adapting style of communication to achieve the optimum outcome.Proven ability to maintain engagement throughout a project, with multiple stakeholders at a variety of levels.Proven ability to adopt a credible approach which demonstrates clear understanding of business acumen. | 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 |
| Other skills and behaviours | Willing to supplement existing knowledge and undertake further professional training and development as agreedProven IT skills including Microsoft Word, Excel, PowerPointTo 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. |
| [x]  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: |  |  |  |
| 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 mydevelopment |
| 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 othersto contribute and flourish |
| I proactively work through challenge and conflict, considering others’ views to achievepositive 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 andresources |
| I am accountable, for tackling issues, making difficult decisions and seeing them throughto 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 andgaining support to move forward |
| I take time to understand our University vision and direction and communicate this toothers |

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.