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| Last updated: | 12 April 2021 |

**JOB DESCRIPTION**

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| Post title: | **Director Health & Safety Operations** | | |
| Service: | Health, Safety & Risk Directorate (HSR) | | |
| Service: | Professional Services, COO | | |
| Career Pathway: | Management, Specialist and Administrative (MSA) | Level: |  |
| 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 |
| The Director H&S Operations is responsible for Health and Safety (H&S) advisory services for the University across five specialist groups: construction, fire, building facilities, engineering, and Wellbeing, providing strategic advice on H&S plans to Deans and Directors to achieve the highest level of H&S compliance.  To lead and manage these specialist groups, ensuring high service delivery standards in supporting the University’s pro-active management of, and responses to, health & safety issues and critical incidents.  To represent the Health, Safety and Risk Directorate, providing input, expertise and judgement on Health and Safety matters, at senior levels, internally and externally. |

| Key accountabilities/primary responsibilities | | % Time |
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| 1. | **Lead delivery of Health and Safety (H&S) advisory services.**  To have strategic oversight of advisory and client facing H&S teams (construction, fire, building facilities, engineering and Wellbeing), ensuring that services are professional, credible and are sustainable, forward thinking, reflect good practice and are aligned to the strategic ambition of the University.  To operate across all Faculties and Professional Services areas to understand their health, safety and wellbeing issues, fostering 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. | 35% |
| 2. | **Lead and oversee the directorate’s H&S incident response strategy.**  **Serious incidents.**  Lead and contribute with expertise and professionalism to strategic H&S incident response initiatives, applying expertise to drive and facilitate successful outcomes.  Whilst not frequent, given the wide portfolio of activities across the University, these can be varied with the potential for trauma, for example when responding to a death or major incident which could result in fatalities. | 15% |
| 3. | **Represent the Health Safety and Risk (HSR) Directorate with internal and external partners.**  To influence, advise, coach and mentor senior stakeholders as appropriate on health, safety and wellbeing matters, developing their ability to effectively manage health, safety and wellbeing issues, and to create a culture in which their people are equipped to meet the future health, safety and wellbeing needs of the University through:   * Proactively engaging with enforcement authorities and public agencies, building strong relationships, and developing a positive reputation on behalf of the University. * Proactively engaging and managing the relationship 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**.** * Ensuring service level agreements with the Student Union are delivered. | 15% |
| 4. | **Health and Wellbeing**  Lead the Health and Wellbeing Team, overseeing the development of the Wellbeing strategy.  Oversee the provision of Occupational Health services for the University, through provision of in-house advice (1 x Occupational Health Manager) and management of the external service provided by the NHS Trust.  Foster ownership within each specialist and Faculty area to drive a proactive approach to Health and Wellbeing, helping to ensure the provision of policy, guidance, process, and procedure to the benefit of all university users. | 10% |
| 5. | **As a member of the Health, Safety & Risk Senior Management Team**:  To ensure the university is compliant with changes in H&S legislation and takes a best in class approach to health and safety practice both within and outside the HE sector through:   * Unifying the teams to create a single team approach which promotes consistency and high standards across the University. * Ensuring the smooth implementation of the HSR 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% |
| 6. | **Staff management**  To lead and build the capability of their team(s), inspiring a culture of excellence and outstanding customer service. To delegate and apportion workload effectively so that commitments made are progressed and monitored and reported and service targets and KPI’s are achieved. | 10% |
| 7. | 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**  Directors of Estate and Facilities, senior project managers, contractors  Directors of Human Resources  Senior stakeholders across Faculties and Professional Services  Health & Safety trades union representatives across the University.   * Wide range of University staff and stakeholders at all levels of seniority in the University.   **External**   * Enforcement authorities and external agencies, eg Hampshire Fire and Rescue, Police, Environment Agency, Counter Terrorism advisory team, Chemical Warfare advisory team, Public Health England * Local Authorities: Hampshire, Southampton City Council * Consultants and Contractors of major new-build projects. * Occupational Health partner – NHS Trust. * Student Union * University Safety and Health Association (USHA) * Local Charities, eg Solent Mind * Health & Safety professionals within the sector / local area |

| Special Requirements |
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| * Breaches of the Health and Safety at Work Act and the relevant statutory provisions are offences under section 33 of the HSWA for which the postholder may be personally liable for financial fines and imprisonment. * 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 |
| 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 such as the International Institute of Risk and Safety Management).  Proven leadership and senior management experience within large complex organisations.  Significant experience of managing a team of specialist and generalist health, safety and wellbeing advisers.  Extensive experience of working collegiately across different departments and areas of work.  Significant proven 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.  Proven ability and 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. | Lead Auditor qualification.  Qualification in managing Health & Safety within construction and buildings e.g. CITB site management qualification, CSCS professional card or NEBOSH Construction Safety certificate. |
| Planning and organising | Proven ability to define ambitious goals and priorities, develop robust operational plans, delegate appropriately and hold people to account.  Proven ability to organise major new initiatives, with little or no precedent. |  |
| Problem solving and initiative | Proven ability to identify and analyse changes in legislation that would impact on 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 health and safety requirements.  Able to think analytically and creatively to solve complex strategic and organisational problems and maximise opportunities, as a trusted advisor. |  |
| Management and teamwork | Proven ability to set team expectations and manage staff to high service level standards.  Proven ability to proactively develop team dynamics and performance, ensuring quality standards are consistently achieved.  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. |
| Communicating and influencing | Proven ability to influence a variety of stakeholders, including senior office holders, both internal and external to the University.  Proven ability to communicate with staff at all levels of seniority, and 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 develop and lead key communications strategies.  Proven ability in executive report writing. | Maintain an extensive vital external network of high level and influential contacts to ensure benchmarking of University standards and practice |
| Other skills and behaviours | Intellectual capacity, stamina and agility to deal with a broad span of duties, to gain the respect of a wide range of people and to balance internal and external demands.  High level of emotional intelligence with excellent judgement.  Ability to handle complexity, respond to uncertain circumstances and initiate and implement strategic change.  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.