

Head of Health and Safety

Department:	Estates and Facilities
Grade/ Salary:	Grade 9, £56,861 - £63,535 (pro-rata)
Contract Type:	Permanent
Hours:	35 per week (Full time)
Location:	New Cross, London

Goldsmiths

Goldsmiths, University of London is a world-leading centre of educational excellence where ground-breaking research meets innovative teaching and thinking. We're looking for inspiring and talented people to help build on our global reputation while also growing personally in a true learning organisation.

As a college we are working to tackle inequality in all its forms and are working to promote equality on grounds of race, disability, age, sex, gender identity, sexual orientation, religion and belief, marriage and civil partnership, pregnancy and maternity, and caring responsibilities. We are keen to attract candidates from diverse backgrounds who share our commitment to creating an inclusive culture in which all students and staff can thrive.

Information for candidates with disabilities can be found on our [Disability & Individual needs](#) page. We are happy to supply information in alternative formats for disabled applicants. Please contact hr@gold.ac.uk to make your request.



Passionate about advancing equality
and celebrating diversity.
Together, we are different



Together
we are different

Department of Estates and Facilities

Estates and Facilities is a technical and specialist directorate within the University with an overall staff of approximately 250. It maintains and supports the University and its changing needs in respect of the following disciplines:

- estates strategy & strategic development
- capital projects, minor works and refurbishments
- maintenance (building and grounds), surveys, statutory compliance
- Infrastructure
- space utilisation & timetabling,
- energy and carbon management,
- environmental management
- facilities services including: cleaning, portering, security, switchboard, reception, post and stores;
- health and safety
- catering
- conference services
- Timetabling and room booking
- procurement

The main campus is based at New Cross, London Borough of Lewisham and covers approximately 16 acres. It comprises some 100 buildings ranging from three fine Victorian Grade II listed buildings, a number of former domestic properties (now being used for academic and office purposes), a range of post-war utility buildings (now requiring replacement), to purpose built ultra modern buildings, and halls of residence and studio space that are a short walk away. Also situated approximately 12 miles from the main campus is Loring Sports Ground, located in Sidcup, London Borough of Bexley, which consists of a 20 acre sports ground and associated buildings. The variety of buildings presents a diverse set of challenges.

Estates & Facilities aims to make significant improvement to its service delivery and the quality of the estate in order to meet the rising expectations of staff and students.

The main functions of Estates and Facilities are:

- To advise on strategy to optimise the use of the estate and to meet the future requirements of the institutional/corporate plan;
- To procure development projects as approved;
- To create a safe campus environment;
- To manage and keep under review, property agreements, leases etc;
- To liaise with external bodies, as appropriate concerning the estate;
- To maintain buildings, services and grounds in safe condition and fit for purpose;
- The provision of timetabling services to maximise space utilisation.
- To operate support services which meet agreed Service Level Standards;
- To monitor effectively all financial activities to ensure departmental compliance with University's financial regulations and procurement procedures;

- To adopt value for money solutions in all aspects of activities;
- To develop, maintain and implement policies and procedures to effectively manage the estate and its services;
- To identify and meet current and emerging 'customer' requirements;
- To ensure that all work and services for which it is responsible, are undertaken in a safe manner;
- To provide all of its staff with the necessary training and support to effectively undertake their work and promote personal development;
- To provide a facilities management function for the delivery of portering, cleaning, security, post room, central stores and telephone services.

Estates and Facilities' overall aim is to provide for sustainable first class facilities for research, teaching and learning and other activities and to create a vibrant and safe environment for students, staff and visitors and to deliver a service in a professional and integrated way

THE POST

Post: Head of Health and Safety
 Responsible to: Director of Estates and Facilities Management
 Direct reports: Three

MAIN DUTIES AND RESPONSIBILITIES

Main duties:

As Goldsmiths' Head of Health and Safety, you will be responsible for the Health and Safety Legislation within the organisation. You will provide direction, strategy and objectives for health and safety of all of our activities.

You will continually develop and improve the management of health and safety by providing leadership and direction for the health and safety team and their functions, working with senior colleagues across all directorates to ensure the safety of staff, students and visitors in all of our actions.

You will be a professional adviser and co-ordinator for health and safety issues, working with members of the Estates & Facilities Senior Management Team and staff representatives to develop the culture for health and safety and will undertake a key role in reporting to the Health and Safety Committee.

Key tasks include:

- Act as lead authority in the College on Health and Safety across all departments and professional services, taking a leading role by working in partnership, to ensure a consistent, professional and positive approach to the management of health and safety, and to promote and engender appropriate culture change and organisation development.

- To protect, where possible, the University against the impact of litigation and reputational risk arising out of breaches of the aforementioned acts and regulations.
- To lead on Health and Safety Policy, standards, procedures and processes which take into account legal requirement and good practice, as well as user needs now and, in the future, to ensure the management of health and safety is consistent and easy to achieve. Regularly review these, taking into account user feedback, audit outcomes, updates in good practice and changes in legal requirements.
- To take lead responsibility for health and safety communications with staff at all levels of the organisation to promote better health and safety management.
- To promote a safety culture throughout the organisation by keeping up-to-date with the legislation and developments in the field of health and safety.
- To create and regularly monitor the College Health and Safety Strategy and Action Plan.
- Regularly monitor the safety performance of the University and its departments by inspections and incident investigations, and feed outcomes into the strategic role.
- Contribute expertise to core strategies and policies and identify opportunities to ensure health and safety risks are adequately controlled.
- Monitor, analyse and report health and safety incident data and significant incidents to responsible managers, committees and groups for action and to achieve adequate oversight at a senior level.
- Report incidents to the HSE that meet the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) criteria.

Management

- To lead and manage the health and safety team and service. Provide clear purpose and direction linked to the College Health and Safety Plan workstreams. Develop and motivate the health and safety team to ensure their professional competency, support their continuing personal development, training requirements, and other professional development requirements according to business need.
- To act as Business Continuity lead for Health and Safety.
- To have responsibility for PEEPS and review RASRS in relation to students and staff.
- To have responsibility for the fire safety records, evacuations and management procedures.

Communication

- To have excellent verbal, written and interpersonal skills
- To have clear report writing and presentation preparation skills
- To liaise with the Health & Safety Executive, local environmental health departments and other professional bodies and departments responsible for ensuring the University meets its statutory obligations with regard to health and safety.
- To provide advice and information on health and safety issues primarily to managers and staff; also to students and the Students Union and promote good practice into the general management structure.
- To deal with enquiries and requests from staff, students and visitors to the University effectively and in manner that promotes the Estates and Facilities Department positively.
- To advise Health & Safety Committee, Senior Management Team, and Head of Departments of changing health and safety legislation and potential for implications or adjustments.
- To liaise with the University's insurance broker regarding claims arising from any accidents on University premises and report on areas of concern. To advise the university of issues and provide guidance relating to travel
- To provide advice, guidance and assistance to department Heads to enable them to carry out risk assessments and to develop safe systems of work.
- To provide advice, guidance and assistance to the Head of Technical Services to ensure satisfactory compliance and testing regimes for all life safety systems in accordance with statute and other areas of statutory compliance (eg, Fire Safety, Legionella Management, Asbestos management, working at height, Electrical Safety....etc.).
- To liaise with and advise significant contractor partners on policy and procedures as well as changes in the legislation.
- To ensure that those responsible for contractors on University premises are aware of their responsibilities under the Health & Safety at Work etc. Act 1974 and other associated legislation and maintain a suitable system for monitoring contractors activities, ensuring appropriate risk assessments and method statements are provided and check against proposed activity. Monitor the provision of essential health and safety and other essential regulatory information before contractors commence work.

- To monitor and make recommendations to ensure that the Permit to Work system, including hot work procedures, lone working, is fully complied with.

Financial

- To exercise budgetary control over the Health & Safety budget, including the contracts for eLearning, lone-working and other software/devices.
- To ensure compliance at all times with the University's Financial Regulations and Procurement procedures.
- To retain all receipts and delivery notes and pass them to the correct teams in Estates and Facilities for processing.

Planning and organising resources

- To work with relevant members of staff in Governance to identify, draft, co-ordinate and update policies relating to health and safety and risk assessments.
- To continuously update information on the health and safety webpages and eLearning package to reflect changes in policies, procedures, legislation, named personnel, and management structures.
- To develop, maintain and undertake as appropriate, induction and other training for all staff in general health and safety or other areas when required.
- To advise on health and safety implications of refurbishment programmes, new builds and other significant works.

Investigation, analysis and research

- To monitor incident and accident reporting through the management chain and make recommendations as necessary. Promptly investigate accidents. To ensure that accident reports are received, recorded and monitored. Analyse accident/incident reports relating to students, staff or external visitors. Report by way of statistical data, potential risks or trends for corrective action to management within imposed deadlines. Where appropriate, report to relevant enforcing authority.
- To carry out two-yearly inspections of areas of higher risk on campus – defined as areas where hazardous machinery and/or chemicals are routinely used.

Liaison and Networking

- To build strong relationships with Governance teams Estates and Facilities Teams and other colleagues across the University.

Initiative and problem solving

- To work under your own initiative.
- To anticipate where challenges may arise in ensuring the health and safety of colleagues, students and visitors.
- To use initiative to suggest innovative and practical solutions to appropriately address H&S issues.
- To demonstrate a collaborative approach to problem solving with colleagues across Goldsmiths University.

General

- To be a member of the Health and Safety Team as well as a member of the Senior Management Team in Estates and Facilities and work co-operatively, having an understanding of the relationships and nature of the work.
- To deliver services effectively, a degree of flexibility is needed. The post holder may be required to perform work not specifically referred to in the above.
- To actively participate in recycling initiatives and contribute towards the University's commitment to environmental and financial sustainability.
- To attend any training necessary to ensure a continual professional development is adhered to at all time.
- To wear personal protective equipment (PPE) as provided by the University, as and when required.
- To undertake such other duties within the competence of the post holder may be required from time to time, as these may be allocated by the Director or Deputy Director of Estates and Facilities.
- At all times to carry out your responsibilities with due regard to the Code on Equality and Diversity and Code to Combat Bullying and Harassment/Dignity at Work Policy.

Person Specification

Detailed below are the types of qualifications, experience, skills and knowledge which are required.

The Essential column shows the minimum essential requirements for the post.

The Desirable column shows additional attributes which would enable the applicant to perform the role more effectively with little or no training. They are not essential, but may be used to distinguish between applicants.

The Category column indicates the method of assessment:

A = Application form
T = Test
R = Reference

C = Certificate
I = Interview

	Essential	Desirable	Category
	Essential	Desirable	Category
Qualifications			
Educated to Degree level (or equivalent) or proven relevant experience in the field	✓		A, C
NEBOSH Diploma or equivalent	✓		A, C
CMIOSH Status or Equivalent.	✓		A, C
Experience			
Experience of delivering and guiding health and safety in a large/medium organisation.	✓		A, I, R
Significant experience of providing advice and guidance on health and safety issues at a senior professional level gained in a similar environment.	✓		A, I, R
Experience of reviewing and assessing health and safety performance and advising on changes to practice if necessary.	✓		A, I, R
Experience of delivering measurable and visible improvements in health and safety and delivery of the service.	✓		A, I, R
Previous experience in the HE sector		✓	A
Skills and Knowledge			
Understanding of best practice in health and safety	✓		A, I, R
Thorough and up to date knowledge of health and safety legislation inc. Regulatory Reform (Fire Safety) Order (2005)	✓		A, I, R
Knowledge of Asbestos Regulations (2012), CDM Construction, Design and Management Regulations (2015)	✓		A, I, R
Computer literate with good understanding of how technology can improve health and safety practice.	✓		A, I, R
Excellent communication skills and interpersonal skills and the ability to positively influence at all levels of an organisation.	✓		A, I, R
An open, enthusiastic, self-motivated individual, able to work effectively with other functions and peers, within and external to Goldsmiths University.	✓		A, I, R
Pro-active, project orientated approach	✓		A, I, R
Problem-solving approach to work	✓		A, I, R
Ability to prioritise a varied workload and meet demanding deadlines	✓		A, I, R

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

Summary of Benefits

If you choose to work with us, you'll become part of a learning organisation that is committed to professional and personal development, with comprehensive and innovative staff development and wellbeing programmes.

You'll also have access to frequent lunchtime and evening talks, seminars and performances, and annual performance and development reviews.

Our other benefits include:

- Competitive salary
- Working in Zone 2, with fantastic transport links and interest free travel to work loans
- Excellent annual leave entitlement plus additional closure days at Christmas and Easter
- Membership of USS or LPFA pension scheme, dependent upon grade
- Maternity, paternity, shared parental leave and adoption leave and pay
- Contractual sick pay provision
- Access to an Employee Assistance Programme, offering 24/7/365 confidential and free advice, support, and information service on a range of personal, family, or work-related matters.
- Free eye tests
- Cycle to work scheme
- Wellbeing initiatives including the Chaplaincy and Staff Choir
- On-site [dining facilities](#)
- Access to University of London facilities such as [Senate House Library](#)

Further information

For more information about Goldsmiths, please visit: www.gold.ac.uk/about

Thank you for your interest in working with us, we wish you all the best with your application.
