

## RECRUITMENT PACK

This document includes the following information:

- Job Description
  - Person Specification
  - Additional information
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Making an application:

When completing the on-line application form you will be asked to answer questions to help you demonstrate how you meet the requirements of the post. Your answers will be used at the shortlisting and interview stages of the recruitment process. We therefore recommend that you take a copy of this recruitment pack to help with your preparation.

NOTE: You don't have to answer the questions in one attempt, but can save your incomplete application and return to it at another time. You may want to draft your answers using Microsoft Word and then copy your text into the application form. Please be aware that formatting (e.g. underline, bold, bulleting) will be lost in this process. If you are using an Apple product you will need to use an alternative web browser to Safari such as Google Chrome.

- Links to Guidance Notes and Frequently Asked Questions can be found on the Search Results page. These pages will open in a new window.
- We recommend that you take a copy of this recruitment pack to help with your preparation.

A commitment to sustaining an inclusive and diverse community is one of the University's Core Values and we are keen to address any imbalances in our workforce.

The University of Essex is proud to be part of the Disability Confident scheme and is committed to supporting diversity and equality, representative of our inclusive community. As part of our commitment to this scheme any candidate who has a disability and meets all the essential criteria for the role will be offered an interview. We also work in partnership with national disability organisation [DisabledGo](#) who provide detailed online access guides to many of our campus buildings and facilities which you may find useful.

Please note: We are only accepting on-line applications for this post. However, if you have a disability that makes it difficult for you to provide us with information in this way, please contact the Resourcing Team (01206 873461/873521/874588) for help.

Closing Date: 17 May 2018

Interviews are planned for: 15 June 2018



JOB DESCRIPTION – Job ref REQ01245

<b>Job Title and Grade:</b>	Health and Safety Adviser Grade 8
<b>Contract:</b>	Permanent, Part-time (0.85FTE)
<b>Hours:</b>	A notional minimum of 30.6 hours per week
<b>Salary:</b>	£32,548 – £38,832 per annum, pro rata
<b>Department/Section:</b>	Health and Safety / Human Resources
<b>Responsible to:</b>	Director of Human Resources
<b>Reports on a day to day basis to:</b>	Head of Health and Safety
<b>Purpose of job:</b>	<p>The post holder will support the University in the implementation of its Health and Safety Policy, by providing professional health and safety advice and training to members of the University community. The post holder will also develop and maintain written health and safety documentation and records, and assist with monitoring health and safety, thereby helping to provide assurance on the adequacy and effectiveness of the University's health and safety arrangements.</p> <p>The Health and Safety Adviser will deputise for the Head of Health and Safety as required.</p>

**Duties of the Post:**

The main duties of the post will include:

1. Providing specialist advice, in accordance with own competence and abilities, to the University Community, on health and safety and on compliance with legal requirements and the University's Health and Safety Policy and standards
2. As the lead adviser for certain departments, you will provide support and advice to Heads of Department, Departmental Health and Safety Officers and Health and Safety Liaison Officers, helping them to fulfil their roles and responsibilities
3. Coaching and supporting staff to take account of health and safety, including advising research staff on risk assessments for research projects requiring ethical approval
3. Developing and producing written health and safety standards, systems of work, guidance and risk assessments, ensuring the information is kept up to date and reflects changes in operational delivery and legislation. Supporting the Head of Health and Safety in maintaining the health and safety pages of the University's website
4. Leading or participating in working groups as required, for delivery of specific health and safety projects
5. Monitoring changes to legislation and good practice/industry guidance that significantly impacts on the University and its subsidiaries, disseminating relevant information and providing advice on the practical application to the University's activities

6. Forming positive relationships with key internal stakeholders, for the furtherance of high standards of health and safety
7. Supporting communication and consultation on health and safety. Running or assisting with campaigns and initiatives for the positive promotion of health and safety
7. Advising on health and safety training requirements, developing and delivering health and safety training (face to face and online) or assisting with sourcing suitable training providers. Carry out quality control on delivery of IOSH Managing/Working Safely and on Manual Handling training carried out by departmental manual handling trainers
8. Performing health and safety audits, inspections and investigations. Supporting departments with their annual programme of health and safety inspections. Monitoring close out of corrective actions from internal and external audits, inspections and investigations
9. Supporting the Head of Health and Safety with monitoring and reviewing organisational health and safety performance
10. Representing the Health and Safety Advisory Service, and providing advice to consultation / project groups requiring specialist health and safety input
11. Supporting the University response to emergencies where required
12. Supporting the Head of Health and Safety with liaison with regulatory bodies such as the Health and Safety Executive
13. Deputising for the Head of Health and Safety in their absence
14. Any other duties as may be assigned from time to time by the Head of Health and Safety or their nominee.

***These duties are a guide to the work that the post holder will initially be required to undertake. They may be changed from time to time to meet changing circumstances.***

**Terms of Appointment:**

For a full description of the terms of appointment for this post please visit:

<http://www.essex.ac.uk/hr/current-staff/terms.aspx#>

April 2018

## PERSON SPECIFICATION

<b>JOB TITLE: Health and Safety Adviser</b>
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**Qualifications /Training**

	<b>Essential</b>	<b>Desirable</b>
▪ Minimum Chartered Member of the Institution of Occupational Safety and Health	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Degree, Diploma or NVQ/SVQ level 5 in Occupational Health and Safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Participate in Continuing Professional Development (CPD)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Professional Trainer Certification (CIEH or other)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
▪ Manual Handling Trainer	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Experience/Knowledge**

	<b>Essential</b>	<b>Desirable</b>
▪ Provision of competent health and safety advice on a wide range of risks areas	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Knowledge of current health and safety legislation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience in the design and delivery of presentations and training	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Experience of writing policies, standards, risk assessments, reports and communications, taking account of organisation requirements and the target audience	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Skills/Abilities**

	<b>Essential</b>	<b>Desirable</b>
▪ Excellent oral and written communication skills, demonstrating the ability to put across complex information in a simple and understandable way	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A good level of IT literacy, including a good knowledge of Microsoft Office applications, Outlook, Word, Excel and PowerPoint	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Training and presentation skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to identify relevant priorities and to plan and manage projects and workloads to deliver necessary changes and to meet service requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to act with discretion and to maintain confidentiality	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to work effectively either as part of a team or to work autonomously by own initiative	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Excellent interpersonal skills, demonstrating a positive, enthusiastic and approachable manner	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Self-motivated, proactive and committed to excellent standards of service delivery	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ A pragmatic approach, demonstrating a practical application which takes account of business needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Consultative and facilitative style of service delivery with strength of character to ensure that breaches of legislation and / or University policy are challenged and resolved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Good influencing and motivating skills and the confidence to deal effectively and professionally with a variety of people at all levels. Able to build relationships based on trust and confidence in order to foster an environment of co-operation and collaboration	<input checked="" type="checkbox"/>	<input type="checkbox"/>



▪ Able to analyse problems, identify underlying issues, interpret data and communicate the issues and implications to others, presenting information in a professional format such that it is understandable	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ An innovative and creative approach to the communication and promotion of health and safety	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Other**

	<b>Essential</b>	<b>Desirable</b>
▪ Ability to meet the requirements of UK 'right to work' legislation*	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Able to travel between Colchester, Southend and Loughton campuses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Ability to attend campuses out of hours in emergency situations or to fulfil role in relation to staff and activities operating outside core working hours	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Work safely and promote a positive attitude to health and safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Sensitivity to the needs of people from a wide variety of cultural backgrounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Flexible approach, able to adjust hours to meet business needs where required	<input checked="" type="checkbox"/>	<input type="checkbox"/>

\* The University has a responsibility under the Asylum, Immigration and Nationality Act 2006 to ensure that all employees are eligible to work in the UK. Prior to commencing employment, the successful candidate will be asked to provide documentary evidence to this effect. Please note that the University will not be able to issue a Tier 2 Certificate of Sponsorship for this post. For further information about UK immigration requirements please follow this link <https://www.gov.uk/government/organisations/uk-visas-and-immigration>

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## ADDITIONAL INFORMATION

### Health and Safety

For more information on the Health and Safety Advisory Service please visit:  
[www.essex.ac.uk/health-safety](http://www.essex.ac.uk/health-safety)

### General information

Proposed hours are 9am – 4pm, 4 days a week and 9am – 4:35pm, one day a week. However we are willing to discuss alternative working hours with flexibility on both sides.

Informal enquiries may be made to Claire Saunders, Head of Health and Safety (telephone: 01206 872946 e-mail: [claires@essex.ac.uk](mailto:claires@essex.ac.uk)). However, all applications must be made online.

### People Supporting Strategy

Please find a link to the People Supporting Strategy following:  
<https://www1.essex.ac.uk/restricted/staff/documents/strategy/people.pdf>

### Pay and benefits

We advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range. The university salary structure includes automatic pay progression within the published grades, subject to service and performance. In addition to this, there are performance related annual pay review schemes in place.

Our staff and students are members of the University for life. We believe a person's potential is not simply defined by grades or backgrounds, but by willingness to question, to collaborate and to push at the edges of knowledge and their own potential.

As an employer we offer a range of benefits and a commitment to career development and equal opportunities in an environment that both reflects and creates a rich interaction of people, disciplines and ideas.

- Pension scheme
- Generous holiday entitlement
- Competitive salaries
- Training and development Family Friendly policies
- On campus childcare facilities, for more information visit [www.wivenhoeparkdaynursery.co.uk](http://www.wivenhoeparkdaynursery.co.uk)
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

This document is produced by:

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