

RECRUITMENT PACK

This document includes the following information:

- Job Description
 - Person Specification
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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: 13 May 2018

Interviews are planned for: 4 June 2018



JOB DESCRIPTION – Job ref REQ01323

Job Title and Grade:	IT Services Health and Safety Coordinator Grade 7
Contract:	Fixed-term, Part-time. This post is fixed-term for 24 months to deliver a specific project/task finite in nature
Hours:	18 hours per week
Salary:	£29,799 - £32,548 per annum (pro-rata for part-time)
Department/Section:	IT Services
Responsible to:	Either Head of Health and Safety with dotted line reporting to Director of IT Services or Director of IT Services with dotted line reporting to Head of Health and Safety.
Reports on a day to day basis to:	IT Services Section Administrator or Head of Health and Safety.
Purpose of job:	Working closely with the University's Health and Safety Advisory Service (HSAS), the post holder will coordinate the provision of professional health and safety advice and training and an approach to systems and processes which will enable services and facilities to be developed, operated and used safely within IT Services.

Duties of the Post:

The main duties of the post will include:

Communication and Collaboration

1. To be the main communication link between IT Services and the Health and Safety Advisory Service, to facilitate delivery of the University's Health and Safety Policy and Standards within IT Services.
2. To support managers in helping them to understand and deliver their health and safety responsibilities and accountabilities.
3. To support the Service in coordinating the development, review and revision of departmental risk assessments and health and safety standards and communicating the outcomes.
4. To foster an environment where health and safety is seen as a positive and important part of service delivery and processes.
5. Providing advice on health and safety matters within the Service within their level of competence and, where not, seeking advice and expertise of those who have the right level of competence.

Administration and Organisation

6. Support the Director of IT Services with setting up and keeping under review Service arrangements for health and safety.
7. Work with managers to develop administrative and health and safety arrangements required to run an efficient, accurate, up to date and effective health and safety operation for IT Services, including the maintenance of records.
8. To arrange and provide secretarial support for the quarterly IT Services Health and Safety meetings.
9. To coordinate arrangements for health and safety audits, workplace inspections and examination, inspection and testing of work equipment (including Portable Appliance Testing). To support the Director of IT Services in ensuring delivery of any action plans.
10. Supporting the Service in ensuring its health and safety information and documentation is kept up to date.
11. To train, support and enable line managers to deliver IT Services local health and safety inductions for new members of IT Services staff.

12. To review IT Services health and safety training needs, organise and deliver any necessary training, assist with keeping training records up to date and monitoring completion of mandatory training.
13. To support the IT Services Display Screen Equipment (DSE) Facilitators to ensure delivery of the University's arrangements for managing the risk from Display Screen Equipment, provide advice and guidance and, where necessary, deputise during periods of absence.

Investigation, Analysis and Research

14. To review new legislation and best practice guidance, providing advice and guidance on practical application for IT Services.
15. To assist with monitoring health and safety and incident investigation.

Project Management

16. Project manage health and safety projects, campaigns and initiatives for raising awareness and continually improving health and safety.

Other

17. Any other duties as may be assigned from time to time by the Director of IT Services 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

JOB TITLE: IT Services Health and Safety Coordinator

Qualifications /Training

	Essential	Desirable
<ul style="list-style-type: none"> Technical Member (Tech IOSH) of Institution of Occupational Safety and Health (IOSH), or Graduate Member of Institution of Occupational Safety and Health (Grad IOSH) working towards Chartered Membership. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Participates in continuing professional development. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Experience/Knowledge

	Essential	Desirable
<ul style="list-style-type: none"> Experience of provision of competent health and safety advice on a wide range of risks areas (including high risk). 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Knowledge of current health and safety legislation. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Experience of provision of risk assessments, policies, standards and reports in a written format. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Experience in the design and delivery of presentations and training. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Knowledge/experience of the Health and Safety implications of IT equipment, its' location, transport and use and health and safety requirements for IT staff (high and low risk) including installation and commissioning. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Knowledge/experience in contractor management and permit to work. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Experience of working in partnership with colleagues to continually improve health and safety operations. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Skills/Abilities

	Essential	Desirable
<ul style="list-style-type: none"> 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"/>
<ul style="list-style-type: none"> A good level of IT literacy, including a good knowledge of Microsoft Office applications, particularly creating and using Access Databases, Word, Excel and PowerPoint. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Training/presentation skills. 	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Able to plan and manage projects and workloads to meet service requirements. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The ability to act with discretion and to maintain confidentiality. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Able to work effectively either as part of a team or to work autonomously by own initiative. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> 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"/>
<ul style="list-style-type: none"> Good influencing and motivating skills and the confidence to deal effectively and professionally with a variety of people at all levels. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>



Able to build relationships based on trust and confidence in order to foster an environment of co-operation and collaboration.		
▪ Self-motivated, proactive and committed to high standards of service delivery.	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Other

	Essential	Desirable
▪ 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
▪ Works safely and promotes 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"/>

* 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>

ADDITIONAL INFORMATION

IT Services

You can find more information about the department at the following link:
<http://www.essex.ac.uk/it/>

General information

Informal enquiries may be made to Susannah Jones, IT Services Section Administrator (telephone: 01206 873671 e-mail: sjjones@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.

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
- Childcare vouchers
- Relocation package for qualifying staff
- Interest free season ticket loan
- Range of optional salary exchange tax benefits (pension, childcare and bicycle schemes)

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