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| **JOB DESCRIPTION** | | | |
| **SPECIFIC JOB TITLE** | Health and Safety Advisor | | |
| **LEVEL/GRADE** | D | | |
| **JOB FAMILY** | BUSINESS SUPPORT | | |
| **CONTRACT TYPE** | Fixed term- 3 Year | | |
| **HOURS** | 37 hours per week | | |
| **REPORTS TO** | Head of Health, Safety and Biosafety | | |
| **DEPARTMENT** | Operations | | |
| **LOCATION** | Harpenden | | |
| **DATE** | May 2024 | | |
| **OVERVIEW OF ROLE/JOB PURPOSE** | | | |
| The primary functions of the Health and Safety Advisor for Rothamsted Research are to coordinate activities as a key member of the Health, Safety and Biosafety (HSB) team, located at the Harpenden site. This will require both autonomy and collaboration with the HSB team in equal measure as you will have your own specific projects and responsibilities as well as those shared with the team.  As a Health and Safety specialist in an academic, laboratory and agricultural environment, the role holder will contribute to monitoring and implementing the Institute’s Health and Safety policies and procedures to ensure the Institute is compliant with relevant legislation. This will be done through frequent workplace safety inspection and audit, as well as assisting in incident investigation.  The role will provide sound Health and Safety advice to staff and students at all levels, on safe working procedures, undertaking risk assessment and seeking best practice.  As a provider of support to the group the role holder will be required to undertake administrational activities, such as minute taking, appointment and meeting organisation, first aid restocking, procurement and organising health surveillance as well as assisting with DSE assessment and pre-employment health screening. Maintenance and content creation of the HSB intranet will be required.  The role holder is expected to carry out the duties listed below, and any other duties reasonably required by the line manager or Institute, commensurate with the grade and level of responsibility for this post. | | | |
| **MAIN DUTIES OF ROLE** | | | |
| **Generic Outputs** | **Weighting** | **Description of Outputs** | **Description of Job Specific Duties** |
| **BUSINESS SERVICE DELIVERY** | 50 % | Smooth and efficient running of own work area, including application of specialist knowledge to solve non-routine problems, develop new systems, policies and procedures, generate reports and prepare management information | * Implement and monitor local Health and Safety strategy through Policy, Procedure and Guidance. Contribute toward company-wide H&S documentation. This involves communication to all levels within the organisation and at all sites, including maintenance of specific sections on the intranet. * Gather information by site inspection and audit and investigating any incidences of non-compliance. Issue and monitor corrective actions, reporting non-compliance.   + Provision of expert advice to researchers on the requirements for management of risk and compliance with regulations, such as handling chemicals within COSHH and undertaking risk assessments, DSE assessments and pre-employment health screening   + Provide sound and technical safety advice to staff and students   + Deliver inductions of which a major component of which is Health and Safety for all staff, students and visitors, at Harpenden site.   + Organise, coordinate and carry out audits and workplace inspections across all sites against know regulations such as COSHH   + Undertake accident and incident investigations and report relevant findings.   + Prepare regular reports on compliance and activity for presentation to Health and Safety Committees and working groups   + Arrange for the collection, internally collatet and dispose of chemical waste, seeking to reduce environmental impact and cost.   + Develop and expand Mental Health Support Network   + Complete pre-employment Health Surveillance checks and interviews with candidates where an existing health condition would require safety precautions.   + Participate in institute wide Health and safety Campaigns.   + Gathers and processes information for KPIs.   + Keep emergency notice boards up to date |
| **FINANCE AND RESOURCE MANAGEMENT** | 5 % | Monitoring of allocated budgets, contributing to resource planning | * Assist with tenders/ business cases for safety-related items. * Assist with creation and management of the H&S and Biosafety budgets * Oversee the health, safety and environmental aspects of equipment use. * Where necessary procure items and services using institute systems. |
| **WORKING WITH OTHERS** | 25 % | Building relationships with customers, colleagues and external contacts, raising profile of team/work-unit and provision of specialist advice on all aspects | * + In collaboration with the Head of HSB - Liaise with relevant authorities, including the hosting of external audits and inspections by the Health and Safety Executive, Insurers, Funding bodies and other agencies, coordinating appointments, providing information, and complying with all other requests. Disseminate resultant reports and coordinate remedial actions. * Work collaboratively with the Head of HSB and team on relevant projects, taking the lead where expertise is relevant * Liaise with ITS department for maintenance, development and data entry to online health and safety databases * Work together with the Facilities Management team, advising on CDM, Control of contractors, Risk and COSHH assessments. * Attend monthly all staff meetings; report on Health and Safety related areas to all staff. |
| **LEADERSHIP AND MANAGEMENT** | 10 % | Managing a business support team and/or ensuring performance and quality standards in terms of service provided | * Assists the Biosafety Advisor and Deputy in maintaining systems during Head of Health & Safety absences. * Assist in testing effectiveness of emergency procedures by participating in coordination of emergency response exercises. * Assist in enhancing safety standards across the Institute by presenting leadership skills to influence a positive safety culture * Works under direction and autonomously, prioritising own tasks and workload, but also being open to direction * Assist with management of any systems used by the Health & Safety and Biosafety Team. * Provide support and advice to department teams lab staff and supervisors in their supervisory roles * Deliver training activities to embed Health and Safety across the institute and increase compliance. |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | 10 % | Expanding knowledge base/skill set via both planned and ad hoc learning opportunities and encouraging own self-reflection through activities such as mentoring/ coaching/critical career reviews and promoting knowledge sharing among others | * Continue Professional development with IOSH or NEBOSH by undertaking relevant training   + Keep up to date with changes in legislation, technology and industry practices and distribute this information to relevant parties.   + Continue professional development by undertaking all other relevant biosafety and health and safety specific training |

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| **PERSON SPECIFICATION AND SHORTLISTING CRITERIA\*** | | | | | |
| **SPECIFIC JOB TITLE** | | Health and Safety Advisor, Harpenden | | | |
| **GENERIC ROLE TITLE** | | BUSINESS SPECIALIST/ADVISOR | | | |
| **LEVEL/GRADE** | | D | | | |
| **JOB FAMILY** | | BUSINESS SUPPORT | | | |
| **CONTRACT TYPE** | | Fixed term – 3 years | | | |
| **HOURS** | | 37 | | | |
| **REPORTS TO** | | Head of Health, Safety and Biosafety | | | |
| **DEPARTMENT** | | Operations | | | |
| **LOCATION** | | Harpenden | | | |
| **EDUCATION/QUALIFICATIONS** | | | Essential | Desirable | How Tested?\*\* |
| 1. | A bachelor’s degree in a scientific discipline or equivalent | |  | √ | AF |
| 2. | A recognised qualification in health and safety – HSL, NEBOSH or IOSH | | √ |  | AF |
| **EXPERIENCE/KNOWLEDGE/SKILLS** | | | Essential | Desirable | How Tested?\*\* |
| 1. | Experience of working in a research laboratory | |  | √ | AF |
| 2. | Advanced knowledge of MS Office and other relevant software or IT skills relevant to role | | √ |  | IV |
| 3. | Advanced knowledge of MS Office and other relevant software or IT skills relevant to role | | √ |  | AF |
| 4. | Experience of working/ responding independently and dealing with unforeseen problems and circumstances | | √ |  | IV |
| 5. | Experience of initiating process improvements | |  | √ | IV |
| 6. | Where relevant, proven supervisory or line management skills or evidence of strong potential to achieve this | |  | √ | AF |
| 7. | Experience in project or programme management including budgetary management | |  | √ | AF |
| 8. | Understanding of the professional, legal, regulatory and policy requirements in health and safety – For example, The Health and Safety at Work Act 1976 | | √ |  | IV |
| **BEHAVIOURS/COMPETENCIES** | | | | | How Tested?\*\* |
| 1. | **Drive for Quality**: Makes incremental improvements to processes | | | | IV |
| 2. | **Strategic Thinking**: Draws on experience when undertaking duties of role | | | | IV |
| 3. | **Creativity and Innovation**: Responds positively to change; identifies and tries out different approaches | | | | IV |
| 4. | **Developing Self and Others**: Formalises development needs for self and participates in learning activities to enhance performance | | | | AF |
| 5. | **Professional Conduct**: Demonstrates an understanding of others’ perspectives | | | | IV |
| 6. | **Productive Relationships**: Is a good team player | | | | IV |
| 7. | **Effective Communication**: Communicates to a wide audience, in an accurate and timely manner | | | | IV |
| **GENUINE OCCUPATIONAL REQUIREMENTS** | | | Essential | Desirable | How Tested?\*\* |
| 1. | Ability to exercise discretion and handle confidential or sensitive information | | √ |  | IV |
| 2. | Full UK driving licence | | √ |  | IV |