Director of Health & Safety
Directorate of Planning & Risk

Closing date: 1 May 2022
Interview dates: 26 & 27 May 2022 (see further details on final page)
Vacancy reference: 10607
INTRODUCTION

The Director of Health & Safety will provide overall leadership and guidance for health and safety matters for the University. Reporting to the Director of Planning & Risk, you will be responsible for delivering the University’s Health & Safety services, identifying health and safety risk and providing pragmatic advice to key stakeholders across the institution, including members of the University Executive Board (UEB).

This is a high-profile position in an area of critical importance to the University. We have a staff body of over 4500 and a student population of over 20,000 many of whom live in accommodation on our campus. Ensuring the health and safety of colleagues, students and visitors is an area of the utmost importance to us.

The role holder will play a key part in developing and executing the University’s H&S strategy and developing internal provision with the aim of providing a safe compliance environment for our staff, students and visitors. You will be responsible for embedding the University’s risk management framework and associated policies, as well as developing and maintaining the effective business continuity arrangements for the institution.

We very much look forward to your application.

Rebekah Desport
Director of Planning and Risk
Main purpose of the role

- Develop and implement an agreed vision and strategic framework for health & safety at the University, which combines strong central oversight with empowered, devolved departmental responsibilities. Initiate and develop policies to enable the University to meet and exceed its legal and regulatory requirements.

- Act as the University’s senior competent person in relation to health & safety and as the key focal point for engagement with stakeholders (including enforcement agencies).

- Provide advice to senior stakeholders, including the Vice-Chancellor, the University Executive Board and Council, to ensure the university’s legal obligations are met and best practice in health & safety culture is promoted. Encourage health & safety leadership amongst colleagues, influencing and challenging behaviours where required.

- Develop and foster a university-wide health & safety culture. Work closely and collegiately with colleagues across academic and professional service departments to develop a robust and supportive community of practice. Collaborate with other professional services colleagues (including but not limited to HR and Estates teams) to deliver integrated support and oversight.

- Lead the Health & Safety team, ensuring a high quality and responsive service. Develop a “can-do” collaborative culture, within and beyond the team.

- Continually review the effectiveness and suitability of health, safety & welfare services and be accountable for the delivery of best value solutions. Develop and report against performance metrics to university leadership, to enable effective benchmarking and oversight of performance.

Key Responsibilities

(Role holders will be required to undertake some or all of the duties below)

Analysis and Reporting

- Identify trends, strengths, weaknesses, opportunities and threats in relation to health & safety that may have an impact on the university to enable appropriate and timely action to be administered.

Planning & Organising

- Shape the strategic direction of the university’s approach to health & safety.

- Planning and organising the activities of the health & safety team and colleagues in allied roles across the university, to support university objectives.

- Participate in the annual department operational planning process, to support the university’s strategic direction.

- Oversee health & safety-related strategic projects, to ensure each project is managed and delivered to time and budget.

Finance/Resource Management

- Utilise/manage allocated budget/resources effectively and flexibly and control all related expenditure to ensure delivery of targets/objectives within budget.

- Contribute to planning and budgetary statements and delivery of service within budgetary constraints.

- Ensure departmental financial plans are developed and that services are delivered within budget.

- Explore ways of improving efficiency and effectiveness and promote improvements in value for money within the health & safety team.
Service Provision and Stakeholder Engagement

- Apply broad and/or deep knowledge and experience of health and safety to provide advice/guidance to others or to address significant problems or unresolved issues, some of which will be multidisciplinary in nature.
- Liaise with service users to establish service requirements and priorities.
- Ensure stakeholder and customer needs are met now and in the future and ensure the health and safety services are shaped to meet them.
- Evaluate existing health and safety provision, keeping abreast of feedback and broader developments in the external marketplace, to ensure appropriate developments and innovative solutions are proposed that consistently enhance and maximise health and safety quality, efficiency and continuity.
- Answerable for the health and safety in respect of compliance with current and future department objectives, service level agreements, regulations and national codes of practice.
- Interact at senior levels within the university, providing high level advice to inform Executive decision making.
- Network with fellow professionals in the wider community and represent and promote health and safety on internal and external platforms.
- Ensure that the capabilities of the health & safety team are communicated across the university.

Continuous Improvement

- Provide expert guidance to other professionals and encourage them to achieve university/department objectives.
- Implement proposed changes to current work processes and develop and define proposals for changes in and the formulation of university/school/departmental/work unit policy, to consistently improve quality and effectiveness of service provided and take account of legislative changes.
- Keep up to date with developments in health and safety and with university developments.

Performance Criteria

- Delivery of targets/objectives to agreed specification, time, cost and quality standards.
- Quality of planning and link to strategy.
- Quality and timeliness of advice and recommendations.
- Proposals for policy and procedure meet both internal and external requirements.
- Effective utilisation of finances and resources.
- Effective transfer of skills and knowledge to colleagues and “customers”.
- Feedback on effectiveness.
- Generation of new ideas and approaches.
- Quality of innovative contribution.

Leadership & People Management

- Lead and manage a group of staff within the health & safety team, as well as a function, or as a significant part of a wider function, to ensure all relevant annual targets and goals are delivered within any allocated budgetary/resource constraints.
- Develop/improve the capability of staff within health and safety, motivating and mentoring them to better meet the current and future requirements of the department.

Further Details

This role reports directly to the Director of Planning & Risk and is a member of the Planning & Risk Directorate leadership team.

This role works closely with key stakeholders, including University Executive Board, Health, Safety & Welfare Committee, and its Chair, and Faculty and Departmental Leadership Teams.
## PERSON SPECIFICATION

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<tr>
<th>Qualifications</th>
<th>Essential / Desirable</th>
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<tr>
<td>Degree level qualification or equivalent experience</td>
<td>Essential</td>
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<tr>
<td>Chartered Member of the Institute of Occupational Safety &amp; Health (IOSH) or equivalent</td>
<td>Desirable</td>
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**Knowledge**

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<tr>
<td>Highly developed understanding and knowledge of the principles, theory and practice of health &amp; safety, with evidence of ongoing professional development</td>
<td>Essential</td>
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<td>Understanding of the current and changing HE sector</td>
<td>Desirable</td>
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**Skills, abilities and competencies**

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<tr>
<td>Well-developed knowledge of systems and services relating to the delivery of health &amp; safety, and across the wider University, and how they relate to each other</td>
<td>Essential</td>
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<td>Well-developed understanding of regulations and procedures and the implications of non-compliance on other staff</td>
<td>Essential</td>
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<td>Excellent written and verbal communication skills, including writing board-level papers</td>
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**Experience**

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<tr>
<td>Experience of leading, managing, developing and delivering a health &amp; safety function in a complex organisation.</td>
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<td>Experience of managing and delivering institution-wide health &amp; safety-related projects.</td>
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<td>Experience of managing and controlling budgets and resources and an understanding of financial management procedures.</td>
<td>Essential</td>
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<td>Experience of designing and developing mechanisms that provide assurance that health &amp; safety risks are being managed effectively and that legislative obligations are being met.</td>
<td>Essential</td>
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<td>Experience of influencing and implementing change in health &amp; safety culture.</td>
<td>Essential</td>
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<td>Experience of leading cross-functional teams to deliver organisational objectives.</td>
<td>Desirable</td>
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<td>Experience of developing innovative solutions and contributing to strategic planning.</td>
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## PERSON SPECIFICATION

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<th>Personal attributes</th>
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<tr>
<td>Strong interpersonal skills including motivating, negotiating, persuading, influencing and relationship building.</td>
<td>Essential</td>
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<td>Experience of working with, influencing and persuading senior management.</td>
<td>Essential</td>
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<td>Credibility and confidence to manage complex stakeholder relationships, including external regulators and trade unions.</td>
<td>Essential</td>
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<td>Ability to build and sustain mutually respectful and beneficial relationships and partnerships, both internally and externally.</td>
<td>Essential</td>
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<td>Strong commitment to equality and diversity and inclusion</td>
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<td>Possess a high degree of integrity, honesty and openness.</td>
<td>Essential</td>
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ABOUT THE DEPARTMENT

The Health & Safety Services department at the University of York is made up of a team of 9 highly skilled individuals with a wide-ranging area of expertise.

- Director of Health & Safety Services
- Health & Safety Officer
- Health & Safety Officer (vacant)
- Health & Safety Officer (Audit)
- Health & Safety Officer (Radiation Protection)
- Health & Safety Officer (Biological safety 0.2 FTE)
- Health & Safety Assistant
- Fire Safety Officer
- Assistant Fire Safety Officer

The department is a hub of trusted health and safety advice across the university and deals with a wide range of queries spanning several areas of safety risk. The role is predominantly advisory, but it also has an oversight, investigative, assurance and monitoring role. The Health & Safety Services department is the central H&S advisory team at the University of York and has a network of trained departmental safety colleagues across each of the faculty departments who it supports and trains to carry out safety tasks within their areas of expertise. It is sat within the department of Planning & Risk. As the department sits in the Planning & Risk directorate, it is impartial and independent of Academic and Professional services areas. It reports into the Director of Planning and Risk, who is an Executive Director at the University and sits on the University’s Executive Board. This ensures that the university gives effective leadership of Health and Safety and has oversight of any issues for early intervention at an executive level.

The objective of the Health and Safety Services department is to ensure that we enable our teaching and learning to be innovative and able to push the boundaries of research whilst keeping staff, students, and the wider community safe. We achieve this by working collaboratively with our stakeholders and bringing all our expertise together to resolve and remove barriers to safe working, whilst ensuring that people are properly protected. This aligns to our wider University of York Strategy of being a University for Public Good.
OUR COMMITMENT TO EQUALITY, DIVERSITY AND INCLUSION

Founded on the principles of excellence, equality and opportunity for all, the University is proud to create an environment that attracts staff and students from all over the world. What we gain from diversity is immeasurable.

Our [Equality, Diversity and Inclusion Strategy](#), which was developed in partnership with our staff and student communities, describes our commitment to create a culture where everyone can contribute to university life, knowledge and growth.

We want to create a working, learning, social and living environment that will enable all staff and students to achieve their full potential. Our strategy sets out an ambitious set of objectives to succeed in our commitment, but we have a challenging journey ahead. We recognise that we are not truly representative of our communities locally, nationally and internationally. We would like to pay particular focus to gender parity across all levels, particularly in senior roles; the recruitment, retention and success of a more ethnically diverse staff and student community; an accessible and inclusive campus and ensuring that the values and behaviours we expect from everyone embrace inclusive responsibility and leadership.

**Opportunity for all**

Our outreach programmes and widening participation work have made us one of the most socially diverse universities among our peers. The York Students in Schools (YSIS) programme has been providing a helping hand in the city's classrooms for 25 years, placing around 700 students with local schools every year. It recently introduced a new English and Mathematics tutoring scheme.

A report by The Reform Research Trust in September 2017 ranked York second out of 29 high-tariff institutions for our track record in increasing access for disadvantaged students from 2011/12 to 2015/16.

**Wellbeing and support**

Students are encouraged to balance their studies with activities and interests to give them a healthier and more rounded student experience. We have invested heavily in support of physical health with new and improved sports facilities, and in mental health through our Open Door counselling and crisis team which now opens in the evenings during term time. We have also developed a support network of staff trained in Mental Health First Aid. University staff have access to wellbeing help and support, and can access advice through our site. Further information on our health and wellbeing support can be found at [https://www.york.ac.uk/staff/support/](https://www.york.ac.uk/staff/support/).
THE UNIVERSITY

We are a world-class institution, focused on creating an environment of excellence in which all our students, staff and researchers can thrive. Our Research Strategy encompasses our vision that York should provide a home for some of the best research in the world. ([https://www.york.ac.uk/research/](https://www.york.ac.uk/research/))

We are a high-performing member of the Russell Group, ranked 16th in the Guardian’s Best University UK Universities 2021 League Table, and 30th in the Complete University Guide 2020. We have been awarded TEF Gold for our research-led teaching which provides "consistently outstanding outcomes for students from all backgrounds".

Our Equality, Diversity and Inclusion Strategy speaks to the core of our values. We hold 23 awards from Athena SWAN, recognising the advancement of gender equality: representation, progression and success for all.

At the heart of the region

The University is deeply embedded in the local community of North Yorkshire. Our values and commitment to the public good have never been more important. We are a hub for sharing knowledge, inspiring collaboration and enriching lives.

In 2021 we were shortlisted for Times Higher Education's University of the Year Award in recognition to the University’s response to the Covid pandemic [The Year We Came Together - Our Covid-19 response](https://www.york.ac.uk/about/mission-strategies/vision-for-york/).

Across the University, we are mobilising our knowledge, our people and our resources to tackle the immediate and long-term challenges. The new University Strategy 2030, ([A University for Public Good](https://www.york.ac.uk/about/mission-strategies/vision-for-york/)) was launched at the end of 2021, outlining our vision and strategy for the next decade.

Further information on the new strategy can be found on the following webpages; [https://www.york.ac.uk/about/mission-strategies/vision-for-york/](https://www.york.ac.uk/about/mission-strategies/vision-for-york/).
THE UNIVERSITY

Centred around the picturesque village of Heslington on the edge of the city of York, our colleges are set in an attractive landscaped campus. York enjoys a safe, friendly atmosphere with facilities including bars, shops, theatres and concert halls all within easy walking distance.

The University has undergone an unprecedented period of expansion and renewal since 2000. We have invested in twenty new buildings on the original campus and have completed the first and second phases of a £750m campus expansion. Our investment in new colleges, teaching and learning spaces, laboratories, research facilities and a new sports village mean there has never been a better time to join us.

During this period of change we’ve worked hard to retain our friendly, informal and collegiate atmosphere, which is important to our core values of inclusivity and interdisciplinary.

We have a thriving international community and are committed to providing staff moving to York with as much support as possible through our Relocation Package and Welcome Officers.

The University is committed to promoting a diverse and inclusive community - a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff engagement forums, campus facilities and services to support staff from different backgrounds.

For further information please visit our employee benefit pages.
THE CITY AND THE REGION

The City of York
Internationally acclaimed for its rich heritage and historic architecture, York’s bustling streets are filled with visitors from all over the world. Within its medieval walls you will find the iconic gothic Minster, Clifford’s Tower and the Shambles - just a few of the many attractions.

But York isn’t just a great place to visit - it’s also a great place to live and work. While nourishing a vibrant cosmopolitan atmosphere, York still maintains the friendly sense of community unique to a small city.

Visit www.visityork.org for more information on the city of York

Shopping, culture and entertainment
York boasts specialist and unique boutiques but also all the high street stores on its busy shopping streets. Alongside them you will find cinemas, theatres, an opera house, art galleries, a vast range of restaurants, live music venues and clubs. York is particularly renowned for its multitude of pubs and bars, from the modern to the medieval.

Housing and schools
Whether you choose to live close to the city, in one of the surrounding villages or further afield, you will find a wide range of housing within comfortable distance of York and the University. For families, the area has a range of excellent schools both in the state and independent sector.

Great location
York is one of Britain’s best-connected cities. Halfway between London and Edinburgh on the East Coast mainline, on intercity trains you can reach London King’s Cross in less than two hours and Edinburgh in two and a half hours. York is also well served by road links, and it is easily accessible from the A1, M1 and the M62.

For those travelling from overseas, Manchester Airport is two hours away and Heathrow Airport just three and a half. Flights from nearby Leeds Bradford Airport provide easy access to mainland Europe. By Eurostar from London St Pancras, Paris is just over six hours away.

Yorkshire
The Lonely Planet guide recently declared Yorkshire the third best region in the world to visit. There is something to cater to every taste, whether it be the rugged landscapes of the Moors or the Dales, the picturesque seaside towns of Scarborough and Robin Hoods Bay, the gothic architecture of Whitby or the vibrancy of cosmopolitan Leeds.
Apply online

- Go to [https://jobs.york.ac.uk](https://jobs.york.ac.uk)
- Find this job using reference 10607
- Complete the online application form

You will need to submit your completed application by midnight (local UK time) on 1 May 2022.

Candidates shortlisted for interview will be required to (virtually) attend a selection process on the mornings of the 26 & 27 May 2022.

What will I need?

We will ask you for details of:

- Your CV
- A letter describing how you meet the requirements of the job and motivation for application

You will be asked to provide details of two referees.

Help and assistance

For an informal discussion regarding this post, please contact Paul Ellison (paul.ellison@york.ac.uk)

If you have any questions about your application, contact the HR Services team:

recruitment@york.ac.uk

+44 (0)1904 324835