JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Director of Health and Safety</th>
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<td>Department / Unit:</td>
<td>Health and Safety</td>
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<td>Grade:</td>
<td>RHUL 10C</td>
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<td>Accountable to:</td>
<td>Director of Governance &amp; Legal Services and Secretary to Council</td>
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Purpose of the Post

To lead a health and safety service that can provide professional and competent health and safety advice, guidance and instruction to all members of the College across the full range activities and circumstances the College operates within, both on and off campus.

As one of the UK’s leading research-intensive universities, Royal Holloway, University of London is home to some of the world’s foremost authorities in the sciences, arts, business, economics and law. Creating a safe and supportive environment for staff, students and partners is paramount and RHUL is looking to attract an outstanding candidate to join them as the new Director of Health and Safety.

This is an exciting time for an experienced health and safety professional to join the College to help shape their future direction.

Reporting to the Director of Governance & Legal Services and Secretary to Council, the Director of Health and Safety will be responsible for understanding risk and implementing systems to monitor compliance.

The successful candidate will need to demonstrate strong leadership and influence and be adept at building interdisciplinary relationships across all stakeholder groups.

The Director of Health and Safety will be a high calibre professional with a strong technical background and a Chartered Membership of a national health and safety body. The post holder will be able to demonstrate expertise that engenders trust from the leadership team on statutory compliance and best practice.

The post holder will have a proactive and collaborative approach to health and safety management and be able to demonstrate successful leadership, guidance and motivation of staff within a complex work environment.
# Key Tasks

1. To provide a direction of travel for Health and Safety services across the College by preparing strategic plans to deliver improvements in service levels and in coordination between teams responsible for health and safety issues across the College.

2. To monitor and analyse data collected internally, and reported nationally, on health and safety issues to identify emerging trends.

3. To advise the College’s Senior Management Team and the Council’s committees for Audit and Compliance and Health and Safety on issues arising.

4. To prepare high quality periodic reports on health and safety issues and compliance for College and Council committees as required.

5. To be the first point of contact for all internal and external stakeholders in relation to health and safety issues.

6. To manage and coordinate the activities of the Health and Safety team.

7. To commission and manage external general and specialist health and safety practitioners as required.

8. To manage the relationships between the Health and Safety office and other key staff in the College who also hold responsibility for health and safety issues, to include Technical Operations Managers and technicians in departments, the Head Groundsman, the Sports Centre staff, the Head of Conferences and Catering, the Head of Premises and Premises Managers.

9. To engender an appropriate safety culture throughout the College by pro-active engagement with all departments and services.

10. To prepare budgets for the Professional Services planning round and to manage the allocated sums effectively.

11. To monitor changes in legislation and government policy that may impact health and safety practices within the College, and to prepare and disseminate guidance notes and changes in policies and procedures as necessary to maintain compliance.

12. To develop and implement policies and procedures to ensure compliance with HSE, HEFCE, UCEA, USHA, the Environment Agency and other national strategies for health and safety services in the higher education sector.

13. To liaise with Directors of Health and Safety in other HEIs to define and share best practice in areas of work of mutual interest.

14. To maintain and monitor systems for investigating, recording and reporting on health and safety incidents.

15. To plan and execute a cyclical audit of health and safety procedures operating in academic de-partments and service areas.

16. To ensure appropriate health and safety training is designed for and delivered to staff and stu-dents of the College.

17. To support the major incident management and business continuity planning of the College through provision of expert advice and COSSH analyses.
As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.