

JOB DESCRIPTION

Job Title:	Health and Safety Officer (Risk and Travel)
Department / Unit:	Health and Safety
Job type	Full-Time, Permanent
Grade:	RHUL 8
Accountable to:	Head of Health and Safety Operations
Accountable for:	Providing health and safety guidance to their assigned Schools and Departments Provide specialist advice on risk assessment and travel
Purpose of the Post	
<p>This post sits within the Health and Safety Office, which provides comprehensive advice and assistance across the broad subject of occupational health and safety, including fire safety and statutory compliance.</p> <p>The role holder will advise, assist and support their assigned areas in implementing the measures necessary to comply with health and safety legislation and College Health and Safety Policies and Procedures. They will work proactively with all areas to establish and maintain safe systems of work and a safe environment for staff, students, contractors and visitors.</p> <p>In particular the role holder will act as the team subject matter expert for risk, including risk assessment and travel risk.</p>	
Key Tasks	
<ol style="list-style-type: none"> 1. Provide input to the strategy for health and safety, including the development of the Strategic Plan and setting of other performance standards. 2. Develop policy sections on health and safety topics as required by the Director of Health, Safety, and Business Continuity. Particularly on Risk Assessment and Fieldwork and Travel. 3. Lead as the Business Partner for those Schools and Professional Services Departments allocated, including Estates. Provide information, advice, and guidance to Management and Health and Safety Requirements on the requirements of health and safety legislation, Health and Safety Executive guidance, best practice, or other recognised standards. 4. Provide advice and assistance to assigned areas in the risk assessment process, including undertaking complex or technical risk assessment as required. This will include both general risk assessment and more specialist assessments such as: COSHH, DSE, and manual handling. 5. Mentor and coach the Health and Safety Coordinators within their assigned areas. 6. Assist Management and Health and Safety Coordinators in assigned areas with accident and incident investigation as required. 7. Provide expert advice to member of the Health and Safety Office, and members of the College as required, on the risk assessment process. This includes assisting the Health and Safety Officer (Training) in the design, development, and delivery of training covering this area. 	

8. Manage the Health and Safety Risk Register on behalf of the Director of Health, Safety, and Business Continuity.
9. Provide advice and guidance on travel risk assessment for high and very high risk travel as required.
10. As may be necessary, assist in emergency response or business continuity arrangements out of normal working hours, wither by the provision of advice or through attending in person.
Other Duties
<p>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.</p> <p>The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.</p>
Internal and external relationships
<p>The following list is not exhaustive but the post holder will be required to liaise with:</p> <ul style="list-style-type: none"> • Health and Safety professionals within other HEI and wider industry to share best practice.

PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

Job Title: Health and Safety Officer (Risk and Travel)	Department: Health and Safety Office		
	Essential	Desirable	Tested by
Knowledge, Education, Qualifications and Training			
Health and Safety qualification at level 3 (NEBOSH, NCRO, NVQ etc)	X		Application Form
Health and Safety qualification at level 5 (NEBOSH, NCRO, NVQ etc)		X	Application Form
Knowledge and experience of managing travel risk including the risk assessment of international travel	X		Application Form / Interview
Skills and/or Abilities			
Excellent interpersonal skills including a professional approach and manner and ability to use tact and diplomacy. An ability to defuse conflict and negotiate with those with a different perspective.	X		Application Form / Interview
Excellent organisational skills and a high level of attention to detail and accuracy.	X		Application Form / Interview
An ability to work under pressure, prioritise conflicting demands and meet strict deadlines.	X		Application Form / Interview
Knowledge of the UK legislation applicable to health and safety. An ability to distil and summarise these requirements and apply them to real life situations.	X		Application Form / Interview
Flexibility and proven ability to respond effectively to changing requirements.	X		Application Form / Interview
A high level of literacy and proven ability to write documents such as papers and health and safety policies.	X		Application Form / Interview
Able to communicate effectively in person both informally and to committees or other groups	X		Application Form / Interview
A high degree of integrity.	X		Application Form / Interview
Experience			
Experience of communicating and influencing stakeholders at various levels within an organisation, including senior management.	X		Application Form / Interview
Experience in technical risk assessment including the creation and management of risk assessment frameworks	X		Application Form / Interview
Experience in the Higher Education, or other relevant sector		X	Application Form / Interview
Experience in the creation and management of health and safety policies		X	Application Form / Interview
Other requirements			
Committed to continuous personal development and a willingness to complete further training as required.	X		Application Form / Interview
Ability to work occasional weekends or late evenings and travel to events and other external activities as required.	X		Application Form