

Health and Safety Advisor (Estates and Capital Development)



OPPORTUNITY

Where change
gets real.



Reference: 0046-25

Grade: 7

Salary: £30,805 to £36,130, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job Purpose:

The Health and Safety Unit provides a professional service to the University covering policy development, risk management, specialist advice, training, auditing and legal compliance. We make a valid contribution to the strategic direction of Aston University and are dedicated to reducing accidents and improving standards of health and safety. We provide tailored, comprehensive advice to managers, high quality training and manage the implementation of regulatory requirements.

As a Health and Safety Advisor you will work with colleagues with the Estates and Capital Development (ECD) Team to provide professional advice and assistance to ensure legal compliance and to incorporate best practice into all aspects of departments operations.

You will support the Director of Health, Safety and Business Continuity, and the Health and Safety Business Partners to deliver the objectives in the University's Health and Safety Strategy and drive the continuous improvement of Health and Safety Management throughout ECD. You will work closely with the Health and Safety Business Partner for Estates and Capital Development to deliver a high-quality pragmatic safety service.

Main Duties/Responsibilities

Working as part of the Health and Safety Unit to deliver on:

- ▶ Working proactively with Estates and Capital Development to support the development of their knowledge and understanding of health and safety management.
- ▶ Supporting health and safety best practice and compliance through coaching, mentoring and the identification, development and delivery of training.
- ▶ Ensuring that departmental health and safety training records are developed and maintained.
- ▶ Supporting the completion of risk assessments and monitor the quality of local arrangements across Estates and Capital Development.
- ▶ Coordinating health surveillance requirements have been adequately identified and where necessary referrals for tests are taken and recorded.
- ▶ Providing competent health and safety advice, support and guidance to leaders and managers throughout ECD in order to assist them in achieving compliance with their duties under the Health and Safety at Work etc. Act 1974.
- ▶ Liaising with internal and external stakeholders to ensure compliance with health and safety legislation.
- ▶ Attending the ECD Health and Safety Committee and provide technical health and safety advice.
- ▶ Coordinating the development and maintenance of local systems and processes which enable active and reactive monitoring to take place such as inspection and audit.
- ▶ Undertaking workplace inspections on ECD spaces and construction site activities under the demise of a principal contractor, producing reports and checking on closing out of actions.
- ▶ Reviewing risk assessments and method statements provided by contractors and advise project managers on required suitability.

- ▶ Coordinating and communicating the findings of reports on the performance and status of health and safety management systems for key health and safety staff and managers they support in the role.
- ▶ Leading on the investigation of accidents and incidents to determine their causes and make appropriate recommendations for improvements and preventative measures.
- ▶ Supporting the Health and Safety Unit with the auditing programme for the University and to participate as an audit team member when undertaking internal audits across the University.
- ▶ Ensuring that all record keeping systems comply with legal requirements.
- ▶ Providing oversight over ECD health and safety compliance matters such as asbestos management, permits to work and CDM duties.
- ▶ Undertaking training as required across all job disciplines in the Health and Safety Unit to ensure continued customer service during absences.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities
- ▶ To make independent decisions or be part of collaborative decisions which may impact on the University
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters, and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Level 3 qualification in Occupational Health and Safety management (or be willing to study towards) ▶ Membership of IOSH or equivalent professional body or willingness to gain membership 	Application form
Experience	<ul style="list-style-type: none"> ▶ Good current knowledge of health and safety legislation and regulations ▶ Experience of construction safety - CDM ▶ Experience of safety in facilities management ▶ Experience of producing high quality reports and correspondence, and giving clear oral reports/presentations ▶ You will have a good working knowledge of the key legal health & safety requirements that apply in a complex, practical, laboratory or workshop environment. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Able to receive, understand and convey complex and/or technical information ▶ Ability to work autonomously with little supervision ▶ Able to work to a programme and meet deadlines, be able to organise and prioritise work ▶ Computer literacy enabling the effective use of Microsoft packages ▶ Able to effectively work with others to develop and implement new or improved processes and measure that 	Application form and interview

	Essential	Method of assessment
	<p>progress health and safety management, performance and culture</p> <ul style="list-style-type: none"> ▶ Articulate and tactful, capable of fostering good working relationships at all levels across the department and university ▶ Able to motivate for change and improved performance, both within the HSU team and the wider University. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ Level 6 qualification in occupational health and safety 	Application form
Experience	<ul style="list-style-type: none"> ▶ Experience of working in an estates health and safety environment with the education sector 	Application form and interview

University values

All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours

**Innovation**

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.

**Collaboration**

We work best when we are collaborative, working together to contribute to the Aston community.

**Ambition**

We strive together for improvement and innovation looking ahead to see the bigger picture.

**Inclusion**

We treat everyone in our community equally and how they would like to be treated.

**Integrity**

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59pm on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form, then please contact the Recruitment Team via recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Gez Cooney

Job Title: G.cooney@aston.ac.uk

Email: Deputy Director Of Health Safety and Business Continuity

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: [Benefits and Rewards | Aston University](#)

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work**90-day entry vignette**

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

Equal Opportunities

Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database,

for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection

Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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