

**JOB DESCRIPTION**

Safety and Compliance Manager, Facilities - Infrastructure  
Vacancy Ref: A755

<b>Job Title:</b>	Safety and Compliance Manager	<b>Present Grade:</b> 8P
<b>Department/College:</b>	Facilities - Infrastructure	
<b>Directly responsible to:</b>	Deputy Director of Facilities	
<b>Supervisory responsibility for:</b>	N/A	
<b>Context:</b>	<p>The Facilities Division is responsible for all property management and facilities services on behalf of the University including delivery of the Facilities Strategy.</p> <p><b>Purpose of job:</b></p> <p>To promote, develop and establish a positive safety culture within the Facilities Division so that it can meet its legal requirements in terms of Health, Safety and Compliance.</p> <p>To take responsibility for both Strategic and Operational matters relating to Health and Safety Planning and Management within the Facilities Division.</p> <p>To provide competent support to Facilities staff.</p> <p>The post holder will report to the Deputy Director of Facilities and will be the primary point of contact with the University's Health and Safety office, Head of Commercial Services, Head of Service Delivery, Head of Sport and Head of Projects for all Health, Safety and Compliance matters.</p>	
<b>Major Duties:</b>	<ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of relevant health and safety legislation and best practice. Provide updates on a monthly basis on all new or amended Health and Safety legislation associated with facilities related issues to all staff within Facilities as appropriate.</li> <li>• Lead in creating and maintaining a climate in which individuals feel safety has high value and that they are clear about responsibilities, safety aims and objectives within the Division.</li> <li>• Monitor the division's compliance with the University's Health and Safety Policy and procedures and formally advise managers on areas of non-compliance.</li> <li>• Oversee the University's Asbestos Management Plan and advise on procedures required to ensure the division operates within the Control of Asbestos at Work Regulations. Liaise closely with the safety office on significant risks that affect the wider university.</li> <li>• Manage the divisions OHSAS 18001 Health and Safety Management System, including but not limited to; overseeing the establishment and review of risk assessments, monitoring records of actions taken and implementing over arching arrangements with UPP, contractors and tenants. Develop a programme and implement OHSAS Health and Safety Management System across all Facilities Divisions.</li> <li>• Establish, develop and maintain records of site induction of contractors, consultants, etc.</li> <li>• Liaise with Occupational Health and maintain records of any health related issues associated with Facilities</li> </ul>	

staff.

- Establish, audit, monitor and maintain arrangements and guidance to ensure the Division complies with the legal requirements under the Construction Design and Management Regulations, including contractor competency.
- Establish procedures associated with health and safety training needs for Facilities Division and maintain records of training undertaken.
- Ensure that all accidents and near misses are reported and investigated in accordance with the University's policies.
- Formulate and maintain the division's health and safety policies, arrangements and procedures.
- Identify opportunities for continuous safety improvement within the Division and assist the Director and Senior Management Team in their implementation.
- Liaise and develop good working relationships with the University's Health and Safety Office and other departments within the University concerning the activities of the Facilities Division in so far as Health, Safety and Compliance are concerned.
- Liaise with external bodies such as local authorities and specialist groups on health and safety issues.
- Responsible for the programme of internal monitoring and audit of all Health, Safety and Compliance obligations within the Facilities Division, providing associated compliance reports.
- Act as a second Deputy for Emergency Management Team Gold Level Facilities Advisor.
- Responsible for the appointment of Authorised Persons in accordance with the Permit to Work System and FMAP authors.
- Carry out Technical Design reviews for all university major construction and engineering projects.
- Ensure procedures are in place associated with all facilities legal and other obligations including fire safety, building, structures, building accessibility, mechanical and electrical building engineering services, catering, food hygiene, sport and pre school activities.