Job Title: Safety and Compliance Officer
Vacancy Ref: A3267

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<th>Job Title: Safety and Compliance Officer</th>
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<td>Department/College: Facilities</td>
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| Directly responsible to: Safety and Compliance Manager |
| Supervisory responsibility: |

Other Contacts

**Internal:** Facilities and Professional Services colleagues. Estates development and operations teams, academics, university committees and other groups, university senior management, Health Safety and Compliance Manager.

**External:** Regulatory Bodies, architects, contractors and consultants as required

Facilities Estates Operations is responsible for the strategic and operational management of engineering infrastructure and built environment assets of the university, ensuring these are safe, compliant and well maintained in support of life cycle replacement and investment across the Estate.

**The Role**

The Safety and Compliance Officer will promote, develop and establish a positive safety culture within the Facilities Division proactively meeting its legal requirements in terms of Health, Safety and Compliance.

Directly supporting the Safety and Compliance Manager and Facilities colleagues, the post-holder will act as a technical authority in the delivery of statutory and good practice measures for health and safety compliance on all building and facilities related matters on Health, Safety, Compliance and Technical Standards associated with maintenance activities, minor and major projects.

The post holder will act in the role of Authorised Person for the following activities:

- Fire
- Asbestos
- Work at Height

The Building and Compliance Officer will:

- Offer technical health and safety responsibilities for building infrastructure life cycle replacement and major maintenance project work.
- Have responsibility for carrying out audits of the Management System Procedures in accordance with OHSAS 45001 and all building, fire, asbestos, etc. Facilities Management and Guidance documents (FMAGs).
- Act as initial point of contact to the University’s Health and Safety Office on all Facilities related Health, Safety and Compliance matters.
- The post-holder will have a comprehensive and current understanding of health and safety legislation, working practice and management.

**Main Duties and Responsibilities:**

- To Inspect or ensure the appointment of suitably qualified staff to monitor the quality and progress of major building works on site and ensure that the building construction works meets the design, specification and statutory obligations, through a system of benchmarking and milestone inspections.
- On major construction projects, prepare and issue health and safety progress reports at specific milestones in the format required by the University and its appointed project managers.
To notify the University of health and safety issues, discrepancies, negligence or areas of suspected non-compliance with regulatory requirements on campus or project site areas.

To ensure the University adequately represented at project site meetings to ensure compliance with Health and Safety Plan and CDM 2015 regulations.

Responsible for the provision of safety information in support of building maintenance works to ensure effective and suitable specifications and tender information are prepared for maintenance work and appropriate contracts are drawn up and implemented.

To ensure that all statutory obligations in respect of all building legislation, building regulations, disability discrimination and all health and safety matters are undertaken effectively.

To carry out emergency health and safety input in relation to building and roof structures risk and emergency action plans and procedures.

Review, audit and maintain the university’s asbestos management plan including arranging surveys, preparation of risk assessments, provision of information and upkeep of records and the implementation of asbestos removal contracts.

**General Duties**

- Adhere to the university’s policies, rules and procedures including health and safety, equal opportunities, all other legislative responsibilities, governance, financial and procedural rules.
- Collaborate and support the wider Facilities leadership team in the development and delivery of the Facilities vision and strategy.
- Support the university carbon, sustainability and environmental strategic plans in order to reduce its waste, energy consumption and carbon footprint.
- To participate within the Estates Emergency call out procedure as needed.
- To procure and manage contractors and external consultants in accordance with LU financial regulations and procurement legislation as appropriate.
- To develop and maintain close links with the Reactive Maintenance and Projects teams ensuring a constant exchange of safety knowledge and information.
- Review, audit and maintain the Facilities Risk Assessments.
- To assist in the preparation and formulation of a comprehensive list of approved contractors for all aspects of work to be undertaken by Facilities Maintenance appropriate to building maintenance works.
- Provide a monthly activity report to the Safety and Compliance Manager.
- Issue permits to work for the areas of responsibility, e.g. Asbestos, Work at Height, Fire etc.
- Undertake other duties that may arise or as may be delegated form time to time, appropriate to the grade of this post.

The duties outlined above are not intended to be exhaustive and may change as the needs of the department alter in line with current agendas. This job description will be subject to periodic review and amendment in accordance with the needs of the division.