Job Description

1. Job Details

*Job Title:* Health & Safety Manager, College of Medicine & Veterinary Medicine

*School/Support Department:* College of Medicine & Veterinary Medicine (CMVM)

*Line Manager:* College Registrar, CMVM

2. Job Purpose

To co-ordinate the management of health and safety (H&S) policies, procedures and action for all CMVM functions at the Little France site and, by agreement with Heads of other Schools and Colleges, for H&S measures to safeguard staff and students of other Colleges co-located with CMVM, and to co-ordinate University policies, procedures and practice with those of Medical Research Council and NHS Lothian staff working within University buildings on the Little France site.

3. Main Responsibilities

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<th>Approx. % of time</th>
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<td>1. Prepare and maintain an effective H&amp;S strategy for the site, develop the Little France Buildings H&amp;S Manual, contributing also to the preparation and review of local rules at the level of all constituent Schools, Centres and individual laboratory modules, and develop a site-wide H&amp;S Action Plan to further develop the strategy and address all identified deficiencies on a programmed basis.</td>
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<td>2. Direct or otherwise participate in a programme of audits and other safety inspections throughout the site, evaluate any necessary investment to ensure that work being carried out within Little France buildings conforms to legislative requirements for H&amp;S, and oversee implementation of recommendations.</td>
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<td>3. Advise, train and educate staff, students and visiting workers through programmes of lectures, practical demonstrations and information campaigns related to the promulgation of best practice, new legislation, outcomes of accident investigations etc.</td>
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<td>4. Attend and, where necessary, Chair meetings of on-site H&amp;S committees, representing also CMVM interests in H&amp;S matters in relation to third parties (e.g. HSE, SEPA, NHS, research councils, other Colleges and Directorates within the University, private sector service providers at Little France, and contractors), in order to ensure that the College is able to work effectively with others to ensure compliance with H&amp;S requirements and deliver its academic programmes.</td>
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5. Develop a comprehensive understanding of all relevant legislation, regulations and codes of practice, together with UofE H&S policies, identifying requirements for action in College locations, agreeing programmes for implementation, and being available to advise Management and all workers based within Little France regarding the practical implications of these.

6. Act as first line of contact between Little France-based workers and UofE’s centrally-based health and safety specialists and external organisations, as a two-way process, on all matters pertaining to H&S, contributing also to the development of University policies and procedures, drawing upon CMVM experience that may be translatable into UofE policy.

4. Planning and Organising
The post-holder must be able to meet deadlines set by, for example, the Little France Buildings H&S Committee, to meet the requirements of regulatory authorities or remedy deficiencies identified during safety audits, and respond promptly to all reasonable requests for advice and practical support, some of which may be urgent. The post has no direct secretarial support so, on many occasions, the post-holder must be capable of dealing also with administrative aspects of the job (e.g. preparation and distribution of certificates of attendance on induction training courses), always though being able to prioritise conflicting demands on finite time available. The post-holder has been able to draw upon a diverse previous employment record and accept additional responsibilities (e.g. designation to SEPA as Appointed Person for UofE operations on the Little France site as defined in the Radioactive Substances Act 1993).

5. Problem Solving
The nature of work being done in Little France frequently raises H&S-related questions that have not previously been addressed in the form of policy and prescribed procedures, in which case the post-holder must be capable of directly resolving safety concerns or obtaining authoritative advice as to how best to deal with these.

As, in effect, the sole whole-time H&S practitioner on-site, the post-holder must have diverse knowledge across a broad-range of areas, but know also his own limitations and when to refer matters to specialist H&S practitioners based off-site.

The post-holder was able to draw upon prior experience of the H&S implications of construction projects to advise regarding the practical implications of early occupation of a building which remained, in part, incomplete for a further period of some months, allowing prompt recommencement of laboratory scientific work and advised also, as a member of various management teams and moving groups, on the H&S implications of a major logistical exercise to relocate scientific equipment from other sites into the new building.

6. Decision-making
The post-holder must have a good and regular working relationship with Heads of Schools and Divisions, Directors of Centres and Sections, senior laboratory managers and technical staff, College directors and non-academic managers, and UofE’s H&S department, in relation to advice and the formulation of options for consideration and the provision of authority for action.
7. Key Contacts/Relationships
College Registrar (Line Manager) and Little France Buildings Manager; Heads of Schools and Divisions based on the Little France campus, other senior academic and laboratory managers based in Little France; Convenors of Little France Buildings H&S Committee and (currently) five Floor-Level H&S Committees; Head of BRR and senior staff from BRF located in Little France; UoFÉ Director of Health & Safety and staff from that department; senior academic and laboratory managers based in Little France; UoFÉ Estates and Buildings managers; and at least equivalent grade representatives of MRC (HRSU), NHS Lothian, Consort Healthcare and Haden Building Management Limited, Balfour Beatty, and Amicus (trade union).

In addition, the post-holder has instigated the formation of an informal grouping of School-based H&S specialists working within CMVM in order to share knowledge and experience.

8. Knowledge, Skills and Experience Needed for the Job
Educated to honours degree level in a biological science with a formal qualification in a relevant aspect of health and safety, and a willingness to further develop qualifications as soon as reasonably practicable after appointment (University of Surrey’s Certificate in Biological Safety obtained in October 2005, with distinction; RoSPA’s Safety Inspector’s Certificate obtained in November 2005, with credit; and NEBOSH’s General Certificate in Occupational Safety and Health examinations, with results expected in May 2006). Further professional development requirements are being discussed on an on-going basis with UoFÉ’s Director of H&S and the post-holder’s line manager.

A comprehensive knowledge is required of all relevant national legislation, regulations and codes of practice, and UoFÉ policies, and an ability to translate that knowledge into programmes of action, including written H&S manuals, training and campaigns of information. Good management, computer, auditing, communications and people skills. Experienced in interpreting law and guidance, developing policies and guidance and committee work.

9. Dimensions
There are two University of Edinburgh buildings on the Little France site comprising c. 26,000 m² of occupied space housing c. 1,000 staff and students; the Chancellor’s Building and Medical School, and the Queen’s Medical Research Institute (QMRI), the latter recently opened at a cost of approximately £50m. The QMRI houses three interdisciplinary research centres (Centre for Inflammation Research, Centre for Cardiovascular Sciences, and Centre for Reproductive Biology), and the Chancellor’s Building accommodates a broad range of biomedical research and teaching activities.

10. Job Context and any other relevant information
Responsibility for a safe working environment lies with Head(s) of School(s) and Heads of Divisions and with all line managers. Heads of Schools, in turn, are responsible to the Head of College for discharge of these responsibilities. In practice, the multiple and diverse roles of managers may detract from the time and degree of attention that are able to commit to H&S matters and in many areas of the College there are multiple units of management represented (e.g. At Little France, the School of Clinical Sciences and Community Health, School of Biomedical and Clinical Laboratory Sciences, School of Molecular and Clinical Medicine and Royal (Dick) School of Veterinary Studies are represented, together with MRC and NHS staff and undergraduate student teaching.)