1. Job Details

Job title: University Radiation Protection Adviser (URPA)
School/Support Department: Health and Safety Department
Unit (if applicable): Radiation Protection Unit (RPU)
Line manager: Director of Health and Safety

2. Job Purpose

To act as the University’s statutory Radiation Protection Adviser under the Ionising Radiations Regulations and Qualified Expert under the Radioactive Substances Act. To manage the Radiation Protection Unit, to provide expert guidance and advice on all aspects of ionising and non-ionising radiation safety and environmental control, and to monitor compliance with relevant legislation, the relevant Parts of the University Health and Safety Policy, and current best practice. To act as the University’s Laser Safety Officer.

3. Main Responsibilities

1. Manage the strategic aspects of the possession and disposal of radioactive material to permit compliance with radiation environmental legislation.

2. Advise and support all relevant Schools and other Units of the University, and other associated institutions, to permit a safe working environment in respect of ionising and non-ionising radiation.

3. Maintain and develop the relevant Parts of the central University Health and Safety Policy and its supporting guidance to ensure that it remains relevant and comprehensive.

4. Maintain and improve the University’s and associated institutions’ performance in compliance with all relevant radiation safety legislation.

5. Manage the Radiation Protection Unit to ensure an effective and efficient, and value for money service.

6. Ensure the effective delivery of appropriate training for all relevant staff and research students to promote competence in safe working with radiation.

7. Administer the disposal of the University’s radioactive waste materials effectively and efficiently.

8. Ensure that effective liaison is maintained at an appropriate professional level with the relevant Enforcing Authorities, and with other relevant outside agencies and associated institutions.

4. Planning and Organising

- Plan and organise the work of the Radiation Protection Committee (RPC) which meets two times per year, including meeting internal deadlines for the production and
presentation of reports to the RPC, the University Health and Safety Committee and the University Court.

- Plan the University’s response to new radiation safety and environmental statutory provisions and guidance, and develop strategies to implement the relevant Parts of the central Health and Safety Policy accordingly.
- Plan the deployment of capital resources, in consultation with the Health and Safety Directorate, administrative support and the Radiation Protection Assistant, to ensure that the RPU is appropriately resourced and equipped.

5. Problem Solving

- Independently develop the University’s strategic radiation safety management programme and develop strategies to introduce and ensure compliance with any new regulatory requirements into the University’s radiation safety management programme. This includes producing guidance for others.
- Solve day-to-day management issues in the running of the Radiation Protection Unit, with guidance available from the job-holder’s line manager as necessary.
- Independently develop solutions to ad hoc radiation safety issues. Options are constrained by legislation, but often there is no specifically tailored externally published guidance to assist.

6. Decision Making

- Independently determine and prioritise the appropriate means for the disposal of radioactive waste with reference to national strategies, radiation at work and environmental legislation.
- Prioritise the day-to-day work of the Radiation Protection Unit, including delegation to the Radiation Protection Assistant and controlling costs.
- Decide upon the appropriate response to contact with and directions from radiation safety and environmental enforcement agencies, in liaison with the Director/Deputy Director of Health and Safety, where required.

7. Key Contacts/Relationships

- Contact with University and associated institution staff and students involved in work with radiation to deal with policy issues and individual problems and queries.
- Contact with all University and associated institution staff and students using radiation, via appropriate radiation training courses.
- Regular liaison with inspectors from the radiation safety and environmental enforcement agencies in connection with routine and specific inspections of radiation work.
- Occasional liaison with local Medical Physics staff, other University RPAs and the relevant professional bodies to maintain contact within the profession, and ensure appropriate continuing professional development.

8. Knowledge, Skills and Experience Needed for the Job

- Degree in scientific background and specialist training, experience and knowledge in all aspects of radiation safety management and legislation relating to radiation issues.
- At least 5 years experience in a managerial role, operating as a professional Radiation Protection Adviser in a complex multi-disciplinary environment, preferably within the Higher Education, medical or related sector.
- Accredited Radiation Protection Adviser under the Society for Radiological Protection or similar accreditation scheme that is recognised by the Health and Safety Executive.
9. Dimensions
- All aspects of the University's activities involving radiation, encompassing currently 25 Units within Schools which work with ionising, laser and other non-ionising radiation, plus 10 external associated institutions.
- One full-time member of staff reporting directly. Shared secretarial and administrative support.
- Annual operating budget of approximately £11,000, plus equipment allocations.
- Service Radiation Protection Committee and attends the University Health and Safety Committee.

10. Job Context and any other relevant information
- Activities involving potential or actual exposure to radiation are very closely regulated and a high level of specialist knowledge is necessary to ensure that strict compliance with legislation is maintained. The depth of specialist knowledge expected is considerable as the personnel seeking advice on radiation issues are often expert in their particular aspect of this field. Well-developed inter-personal communication skills are therefore required, not only internally, but to steer the University on a path which avoids attention from enforcing authorities, with attendant reputational risks.

11. Verification
(JDs should be agreed by the relevant manager and individual job-holder or representative. Further verification may also be specified in some cases.)

I agree that this job description conveys an accurate description of this job.

Manager:

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Job holder:

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Other:

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