University of Edinburgh
Job Description 002

1. Job Details
Job title: Deputy Director of Health and Safety
School/Support Department: Corporate Services Group / Health and Safety Department
Line manager: Director of Health and Safety

2. Job Purpose
To assist, and where appropriate deputise for, the Director of Health and Safety in managing the University’s central Health and Safety Department, to assist in the formulation and implementation of policies and strategies, in line with the institution’s strategic goals, and to ensure compliance with relevant legislation, the University Health and Safety Policy, and current best practice, across the wide range of activities undertaken by the University.

3. Main Responsibilities

1. Assist and deputise for the Director of Health and Safety during day-to-day activities, senior management meetings and emergency situations, providing an alternative in the role of Competent Person as defined in the Management of H&S at Work Regulations.

   **Approx. % of time:** 10

2. Review, develop and audit the University’s central Health and Safety Policy, and supporting guidance documentation in light of new legislation.

   **Approx. % of time:** 10

3. Ensure the effective dissemination of essential h&s information and reports upwards to Senior Management and the University Health and Safety Committee, and downwards to Heads of School, School Safety Advisers, and to individual members of staff and students.

   **Approx. % of time:** 15

4. Plan, manage and supervise the effective deployment and utilisation of, the professional and support staff within the H&S Department, including planning, allocation, organisation of work, budgeting and planning resources, personnel-related issues, staff reviews and recruitment.

   **Approx. % of time:** 15

5. Manage, maintain and improve the University’s performance in all areas of h&s, especially accidents and incidents, and health promotion.

   **Approx. % of time:** 20

6. Develop and maintain effective professional liaison with relevant Enforcing Authorities, in particular the Health and Safety Executive (HSE), and Home Office Counter-Terrorism Agencies

   **Approx. % of time:** 5

7. Respond appropriately to a wide range of occupational health, safety and welfare queries, issues, problems and emergency situations, from all strata of the University community

   **Approx. % of time:** 10

8. Develop and enhance the reputation of the H&S Department both internally within the University community and externally with enforcement agencies, insurers and income generating contracts, and via the Scottish Funding Council’s CHASTE Project, and the provision of Competent Person services to other Scottish Universities.

   **Approx. % of time:** 5

4. Planning and Organising
- In conjunction with the Director of H&S, plan, organise and implement the appropriate University response to the implementation of new h&s legislation, and University strategic goals.
- Plan, organise, prioritise and monitor work of the professional and support staff within the H&S Department.
- Plan and prepare reports such as Planning and Budgeting, Monthly, Quarterly and Annual H&S reports for senior management, Committees, etc.
5. Problem Solving
- Identify appropriate solutions to problems concerning all aspects of occupational health and safety, from corporate issues to individual queries, relating to long term problems, routine day-to-day issues and emergency situations.
- Direct and advise the professional staff within the H&S Department, managers and staff on how best to address and resolve a wide range of h&s issues, based on interpretation of legislation, reference to guidance, by knowledge, experience and judgement.

6. Decision Making
- In conjunction with the Director of H&S, decisions on strategic policy matters.
- Decide on the most appropriate course of action for both routine and emergency situations based on experience and judgement, with or without reference to other professional colleagues, depending on the scope and urgency of the situation.
- Decide on appropriate level of investigation and facilitate necessary remedial actions for incidents and assess if formal notification to enforcing authority is necessary.

7. Key Contacts/Relationships
- Contact with Senior Managers, e.g. Director of Corporate Services on strategic/policy matters.
- Regular contact with staff in Estates and Buildings, Accommodation Services, and in all Colleges, at senior level and below particularly with Directors, HoSs, School Safety Advisers, etc, regarding policy issues, and on individual queries.
- Regular liaison with enforcement agencies and insurers in connection with accident and incident reporting and investigations and with potential or actual enforcement.

8. Knowledge, Skills and Experience Needed for the Job
- Good Undergraduate degree in science, biomedical science, or engineering.
- Full NEBOSH Diploma, or equivalent academic qualification.
- Chartered Member of the Institute of Occupational Safety and Health (IOSH).
- Sufficient experience and knowledge and fully conversant with h&s legislation.
- At least 5 years professional health and safety experience in a managerial role, in a complex multi-disciplinary environment, preferably within the HE, or related sector.
- Well-developed inter-personal and influencing skills and a professional and persuasive manner.

9. Dimensions
- Supervision and management of 21.6 FTE (13 professional and 9 support staff).
- Salary budget £650,000, operating budget £70,000, plus equipment c£50 000.
- All 7300 members of staff, 24,000 students, contractors and visitors.

10. Job Context and any other relevant information
- Health and safety is a diverse, rapidly evolving field, which can impact on individuals, Schools, and on the University’s finances, reputation and competitive advantage.
- The Deputy Director is expected to provide practical advice and assistance out-of-hours during emergency incidents or other acute events.

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

Manager:

Job title                          Name            Signature         Date

Job holder:

Staff number                     Name            Signature         Date