

Job title	Health & Safety Manager (maternity cover)
Division	Medical Sciences
Department	Nuffield Department of Medicine
Location	Your normal place of work will be the Centre for Human Genetics, Old Road Campus, Roosevelt Drive, Headington, Oxford, OX3 7BN. To enable effective operations and owing to the nature of this post, agile working will be required. This will necessitate working within the NDM Institutes, Centres and Units.
Grade and salary	Grade 8: £45,585 - £54,395 with a discretionary range to £59,421 p.a. (pro rata)
Hours	Part time (30 hours / 80%FTE)
Contract type	Maternity leave cover for 15 months Funding is provided by the department
Reporting to	NDM Head of Health & Safety
Vacancy reference	169786

Hybrid working arrangements	The successful person will need to work on site for a minimum of 3 days per week
Additional information	This role does not meet the eligibility requirements for a Skilled Worker Visa Certificate of Sponsorship under UK and Immigration legislation. Therefore, the Nuffield Department of Medicine will not be able to sponsor individuals who require right to work in the UK to carry out this role.
About us	<ul style="list-style-type: none"> University of Oxford - www.ox.ac.uk/about/organisation Nuffield Department of Medicine (NDM) - https://www.ndm.ox.ac.uk
What we offer	https://hr.admin.ox.ac.uk/staff-benefits <ul style="list-style-type: none"> An excellent contributory pension scheme 38 days annual leave A comprehensive range of childcare services Family leave schemes Cycle loan scheme Discounted bus travel and Season Ticket travel loans Membership to a variety of social and sports clubs A welcoming and diverse community

The role

The successful candidate will act as main point of contact for all Health & Safety related issue within their sector of responsibility. The postholder will be the advisory contact for H&S, working with Departmental Safety Officers to deliver support to Units. The postholder will attend the relevant committee meetings within their remit and report to the Head of H&S. As such, they will be fully aware of H&S legislation and any changes in regulations which may affect the activities within their area of assignment.

In addition, this role will require a proactive engagement in the development of a community of practice internally (departmental/divisional) and externally such as other Higher Education Institutes, sharing best practice and common challenges in H&S management. This will involve developing training and workshops as well as chairing/attending relevant meetings at Department, Institute or Unit level.

Maternity (or other family) leave cover post

This post is to cover the absence of the substantive postholder, who is taking a period of maternity leave. The post is available until April 2025 or until the actual return of the substantive postholder, or the resignation of the substantive postholder and employment of a new postholder, whichever is the earliest.

Responsibilities

You will hold overall responsibility for the oversight and management of all health and safety matters within the buildings assigned to your role.

You will have a background in biological/biomedical research as well as health and safety management experience which will allow you to deliver support and advice to the functions of Departmental Safety Officer, Biological Safety Officer, Departmental Laser Supervisor, and oversight of Radiation Protection Supervisors.

You will also provide an advisory service to the Nuffield Department of Medicine's Senior Executive team where you will:

- Provide a proactive and professional leadership role in ensuring there is consistency of Health and Safety policy and procedures across the NDM Units. Providing expert health and safety advice through briefings, presentations and written reports on any relevant matter, as required, in particular in relation to developing policies and strategic decision making.
- Work proactively with laboratory managers and other key staff across NDM and the Division to establish and maintain a programme of continuous improvement in the management of Health and Safety within their areas of responsibility. Undertaking scheduled visits to relevant buildings and laboratories to monitor compliance with health and safety legislation and University/departmental policies
- Discuss areas for improvement with relevant professional services and academic staff and/or external bodies and agree appropriate corrective action.
- Provide the Head of H&S with comprehensive and relevant information and training on Health and Safety systems and procedures, including advising on equipment purchase and workplace practices.



- Working collaboratively with NDM Head of Estates and Facilities, and Head of Compliance to provide comprehensive knowledge, expertise and understanding of Health and Safety issues.

Training

- Attend regular update training on Health and Safety legislation and the application of key policies in a research environment.

Managing health and safety

- Manage a comprehensive programme of risk assessments covering all aspects of the role's responsibilities which include CL3/CL2 activities and GM. A key part of this will be overseeing a schedule of regular safety testing within the Centre, e.g. of portable electrical equipment, safety cabinets, pressure vessels and gas regulators. You will also carry out annual health, safety and environmental audits of all areas and ensure that appropriate follow-up action has been taken.
- Take a proactive approach in identifying any potential deficiencies and reporting to the Head of H&S. When any deficiency is identified, you will be expected to take containing action, usually without reference to others, to ensure immediate safety and then to assess and provide recommendations for effective ongoing management.
- Investigate accidents and incidents that occur within your area of responsibility and ensuring that all necessary reports are made to the University Safety Office. You will produce a report for the Head of H&S of their investigation providing an expert assessment of the circumstances and recommendations to prevent a future repeat of the incident, and will be expected to ensure that any necessary, agreed changes are effectively implemented.
- Work closely with any Principal Investigators submitting grant applications to assess potential risks and to provide advice on mitigating such risks. You will assess all such proposals and, using their detailed knowledge of laboratory techniques, will be required to provide departmental approval that any safety concerns have been appropriately addressed before submission.
- In discussion with other H&S Managers, devise and deliver an effective package of safety induction training for all new starters. You will liaise with Group Leaders to ensure that the required health and safety training of staff, students and visitors is delivered on an ongoing basis. Where required develop and deliver specialist training in-house, in conjunction with divisional safety office; ensuring that the appropriate records are maintained.
- Arrange for the monitoring and disposal of hazardous equipment, chemical, biological and radioactive waste through the University disposal system.

Specific responsibilities

- Work in conjunction with the Senior Radiation Protection Supervisor, ensuring compliance with the current Environment Agency Certificate for the storage and disposal of radioactive materials. You will liaise with the Radiation Protection Supervisors, who will normally perform the routine monitoring and advise the Health and Safety Manager of their findings.
- As Biological Safety Officer, ensure that all genetically modified organism risk assessments are completed and up to date, including Control of Substances Hazardous to Health (CoSHH). You will assess all submitted risk assessments and advise Group Leaders of the suitability of the risk



management control measures in place. Liaise with University Biological Safety Office to progress notifications to competent authorities.

- Ensure compliance with biosafety regulations for activities undertaken in the CL3 laboratories with infectious biological agents. You will be the principal officer to liaise with the University's Biomedical Sciences Department
- Provide specialist advice on fire and hazards with the use of laboratory chemicals and gases.
- Co-ordinate and review risk assessments for the use of LASERS and ensuring that the LASER inventory database is submitted to the University Safety Office annually.

Policy development & implementation

Review the Statement of Safety Organisation of the area of responsibility at least annually, presenting recommendations for amendments to the Centre's Management Committee and advising the Head of the H&S of any changes. You will be expected to advise Group Leaders on the implementation of the Centre's safety policies within their laboratories.

- Working with the Head of H&S and other NDM H&S Managers to strategically plan on the development of the Department Management Systems in a proactive and progressive approach.

External relationships

- Develop a network and a community of practice with H&S staff external to the Department including Division Safety Officers, University of Oxford Safety Office and H&S Managers from other Departments as required.
- Ensure that the department has appropriate occupational health registration arrangements in place, liaising with Divisional Safety Officers and Occupational Health Service as necessary. You will liaise with Occupational Health to investigate cases of work-related illness and ensuring best practices are followed.
- Develop a network with colleagues external to University of Oxford to share best practice and common challenges in H&S Management. This would include Universities within the Russell Group and H&S UK working groups such as Safety Group UK.

Communication

- Ensure communication of health and safety matters with area of remit is kept up to date via various media such as intranet, notice boards, email and any other communication channels.
- Ensure that all the safety policy is communicated to outside contractors and visitors working in the Department.

General

- Act at all times in the interests of the Department to ensure good laboratory practice and H&S activity in all activities.
- Carry out any other related duties as required by the Head of H&S.
- Represent the Department at safety committee meetings as appropriate.
- Participate in and support the public engagement and widening access activities of the Department and the University. This is anticipated to be not more than 2 days per year.

Selection criteria

Essential

- Experience of working in a life or biomedical sciences research environment including biocontainment labs.
- Knowledge and/or experience of working at Biosafety Containment Level 2& 3.
- Experience in reviewing risk assessments including for CL3 and GM research.
- Knowledge and experience of Health and Safety legislation within a research environment.
- Being proactive in developing new processes in H&S Management.
- Ability to communicate clearly and concisely at all levels, both verbally and in writing, and have an empathic approach to the needs of researchers without compromising safety
- Proactively taking part in the development of a community of practice in NDM and the Division
- Ability to relate to a very wide range of personnel
- Good IT skills
- Ability to work independently and on own initiative, as well as part of a team
- Willingness to undertake continuing professional development

Desirable

- Degree in an area of life/biomedical sciences
- Certificate in Occupational Health & Safety and membership of the Institute of Occupational Health & Safety or/and relevant experience in Health & Safety
- Experience of working in a higher education institution.
- Willingness to undertake continuing professional development

Pre-employment screening

Standard checks

If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide: proof of your right-to-work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments.

Please read the candidate notes on the University's pre-employment screening procedures at: <https://www.jobs.ox.ac.uk/pre-employment-checks>



Hazard-specific / Safety-critical duties

This job includes hazards or safety-critical activities. If you are offered the post, you will be asked to complete a health questionnaire which will be assessed by our Occupational Health Service, and the offer of employment will be subject a successful outcome of this assessment.

The hazards or safety-critical duties involved are as follows:

- Lone Working
- Work in hot or cold environments
- Working with Ionising Radiation
- Working with category 3b or 4 lasers (laser safety class)
- Working with infectious pathogens (hazard group 2/3) - Hazard Group 3 pathogens
- Working with blood, human products and human tissues
- Work in clinical areas with direct contact with patients (NOT administrative roles)
- Work with allergens, Eg laboratory animals, pollen, dust, fish or insects etc.
- Work with any substance which has any of the following pictograms on their MSDS:



How to apply

Applications are made through our e-recruitment system and you will find all the information you need about how to apply on our Jobs website <https://www.jobs.ox.ac.uk/how-to-apply>.

If you would like to apply, **click on the Apply Now button** on the 'Job Details' page and follow the on-screen instructions to register as a new user or log-in if you have applied previously.

As part of your application you will be asked to provide details of two referees and indicate whether we can contact them now. You will be asked to upload a CV and a supporting statement. The supporting statement must explain how you meet each of the selection criteria for the post using examples of your skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants). Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

Please upload all documents **as PDF files** with your name and the document type in the filename. Please note using a long file name may prevent you from uploading your documents.

- http://www.ox.ac.uk/about_the_university/jobs/professionalandmanagement/

All applications must be received by **midday** UK time on the closing date stated in the online advertisement

Information for priority candidates

A priority candidate is a University employee who is seeking redeployment because they have been advised that they are at risk of redundancy, or on grounds of ill-health/disability. Priority candidates are issued with a redeployment letter by their employing department(s).

If you are a priority candidate, please ensure that you attach your redeployment letter to your application (or email it to the contact address on the advert if the application form used for the vacancy does not allow attachments).

If you need help

Application FAQs, including technical troubleshooting advice is available at: <https://staff.web.ox.ac.uk/recruitment-support-faqs>. Non-technical questions about this job should be addressed to the recruiting department directly recruitment@ndm.ox.ac.uk

To return to the online application at any stage, please go to: www.recruit.ox.ac.uk.

Please note that you will receive an automated email from our online recruitment portal to confirm receipt of your application. **Please check your spam/junk mail** if you do not receive this email. Important information for candidates

Data Privacy

Please note that any personal data submitted to the University as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. For further information, please see the University's Privacy Notice for Job Applicants at: <https://compliance.admin.ox.ac.uk/job-applicant-privacy-policy>. The University's Policy on Data Protection is available at: <https://compliance.admin.ox.ac.uk/data-protection-policy>.

The University's policy on retirement

The University operates an Employer Justified Retirement Age (EJRA) for very senior research posts at **grade RSIV/D35 and clinical equivalents E62 and E82**, which with effect from 1 October 2023 will be 30 September before the 70th birthday. The justification for this is explained at: <https://hr.admin.ox.ac.uk/the-ejra>.

For **existing** employees on these grades, any employment beyond the retirement age is subject to approval through the procedures: <https://hr.admin.ox.ac.uk/the-ejra>.

There is no normal or fixed age at which staff in posts at other grades have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Entry into employment with the University and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

