Job Description

_____

Summary

Job title	Divisional Safety Lead
Division	Medical Sciences Division
Department	Medical Sciences Divisional Office
Location	Various MSD sites across Headington and Oxford
Grade and salary	Grade 10: £61,198 - £70,918 per annum
Hours	Full time (or minimum 80% with significant on-site presence)
Contract type	Permanent
Reporting to	Deputy Divisional Registrar
Vacancy reference	173808

The role

You will provide leadership and strategic advice on Health and Safety matters within the Medical Sciences Division, to ensure that the Head of Division maintains meaningful oversight of the arrangements for Health and Safety within the Division; that risks are appropriately identified and addressed, and that assurance exercises become embedded across the Division.

You will line manage a team of three Divisional Safety Officers as well as working closely with Departmental Safety staff, to ensure full safety compliance across the Division. Reporting to the Deputy Divisional Registrar, you will play a proactive role at Divisional and University level in identifying opportunities for improvement and in driving change as well as supporting ongoing activity. In particular you will ensure the Divisional safety organisation is integrated with the broader University safety organisation, including participating in relevant key committees. This will require working closely with colleagues across the University in both safety and other roles to champion a culture of Health and Safety accountability at all levels of the Division.

Responsibilities

The Divisional Safety Lead has three aspects to their role: 1. Department facing: with your team, you will work alongside departments to provide second line and specialist Health & Safety advice and strategic support; 2. Division facing: you will provide expert advice and strategic advice to enable the Division to identify and act upon areas of concern, including emerging issues, and you will lead on embedding and maintaining the Division's Health

& Safety assurance processes. 3. You will represent the Division in interactions with the University Safety community, attending appropriate committees which will include the Division's Safety Risk Management Committee.

Department and Team facing

Although Heads of Department have responsibility for safety within their departments, the divisional Safety team has an overall advisory role:

- Provide effective line management and personal development opportunities to team members and foster a positive team culture

- Provide visible, on-site safety leadership for your team, other professional staff, academics, students and visitors; support Departmental leadership and PIs in embedding safety into their culture and decision-making.

- Ensure the team proactively and supportively engages with academic and other staff to facilitate safe, innovative teaching and research, within safe working environments.

- Develop safety protocols that can benefit numerous departments and explore how IT can be used to streamline processes and easily share information.

- Build and maintain effective networks which include Heads of Department and other key influencers and work to ensure all risk owners understand their responsibilities and of how / when to seek advice.

- Strengthen and maintain an informal network of safety staff across MSD, facilitating the sharing of knowledge and best practices and encouraging collaborative working.

- Engage with relevant governance functions, including serving on Departmental Safety Committees and support the Departmental Safety Officers to ensure these committees function effectively.

- Work with the team and with departments to establish and maintain the relevant processes to enable robust assurance to be provided from departments to Division and the University

- In exceptional circumstances, provide out of hours cover or emergency support.

Division facing

- Provide strategic leadership and expertise in relation to Health and Safety matters, proactively working to improve the safety culture and organisation within the Division and taking independent and collaborative decisions that will have significant impact across the Division.

- Provide regular briefings / presentations to senior staff in the Division, and departments and convey both orally and in writing highly technical, specialist or complex conceptual nature which typically would not be understandable to non-specialists.

- Support and develop the framework for safety governance, monitoring, reporting and assurance across the Division. This will include advising the Safety Risk Management Group in relation to the risk register and driving activity related to the risk register between SRMG meetings; carrying out some audits and inspections and offering a point of escalation for those concerned about safety in their departments.

- Design and deliver training sessions for academic and research staff as required in support of the University's developing frameworks: this may include bespoke and demonstration sessions on the safe use of hazardous, complex and often unique equipment or materials.

- Contribute to and implement a communications campaign to promote safety across MSD (there are likely to be annual or termly promotions).

- Liaise closely with divisional safety staff in other divisions to share best practice and experiences/ lessons learned.

- Work closely with colleagues in the Safety Office, serving on University committees and working groups and assisting in the development of University safety policy and protocols (such as the EveryDaySafe programme supported by the Safety Office and Safety Network Steering Group).

- Ensuring or participating in suitable incident investigations, as per policy requirements.

- Data analysis and report writing, as required

- Ensuring arrangements are in place for MSD hazardous waste disposal, in connection with the Occupational Health Service

- Liaison with local MSD Trade Union or other safety representatives.

- Supporting the liaison of enforcing bodies in relation to MSD.

University facing

- Contribute to the development of Divisional and University safety policies, guidance, and tools. Lead and support the implementation of any new/amended policies etc to ensure a high level of awareness and compliance across the Medical Sciences Division

- Prepare / contribute to papers and briefings for the MSD representatives on the Safety Executive Group, CCHS and Safety Network Steering Group; represent divisional interests on University-wide issues that may have a divisional impact, including participation on working groups and other bodies, including relevant sector-wide bodies.

- Engage with the local NHS Trusts and other third parties as appropriate, to ensure effective cross working, particularly where MSD staff/students are working in shared spaces; and to ensure that shared working arrangements are appropriately documented monitored and reviewed;

- Engage with the Estates function and ensure effective cross working for the benefit of divisional Health and Safety

- Serve on Incident Response Teams as required, responding to safety emergencies and incidents across the Division.

- Be a champion for improved safety culture, working to transform the image of safety as facilitative – enabling safe teaching and research in high-risk areas – and to embed safety in multiple aspects of departmental business.

Selection criteria

Essential selection criteria

1. Hold a Nebosh diploma or equivalent.

2. Educated to degree level, ideally in a relevant discipline.

3. Expertise in delivering assurance and audit processes in relation to Health & Safety.

4. The ability to find creative solutions, to develop deliverable, costed plans to implement solutions, and to champion such plans through the appropriate governance processes

5. Experience in making effective use of risk registers to support decision making

6. A proactive and solution-focussed approach along with resilience and patience to oversee significant change in the area of Health and Safety

7. Demonstrable ability to inspire and lead a team, to foster a flexible, collaborative approach, to maximise the potential of individuals and to help them perform strongly in their roles.

8. Evidence of being able to reflect on personal and team performance, learn from mistakes, build team strengths and engage in continuous professional development.

9. Outstanding interpersonal skills at all levels, strong networking and team working skills, and the ability to earn trust of colleagues.

10. Ability to lead and influence, to maintain high standards and exercise good judgement when tailoring approach to a given situation.

11. A high level of personal effectiveness, particularly coordination, organisation and prioritisation of safety-critical / risk mitigation work.

12. Excellent communication and presentation skills, including the ability to provide clear verbal and written instructions, write clear policies and reports, explain complex, sometimes specialist, issues, and ability to resolve through appropriate solutions.

13. Strong observation and analysis skills, identifying issues in advance, and experience of undertaking investigations.

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. If you have previously worked for the University we will also verify key information such as your dates of employment and reason for leaving your previous role with the department/unit where you worked. 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

- Driving on University business

- Regular manual handling

- 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 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:

Additional security pre-employment checks

This job includes duties that will require additional security pre-employment checks:

- A satisfactory basic Disclosure and Barring Service check
- University security screening (eg identity checks)

About the University of Oxford

Welcome to the University of Oxford. We aim to lead the world in research and education for the benefit of society both in the UK and globally. Oxford's researchers engage with academic, commercial and cultural partners across the world to stimulate high-quality research and enable innovation through a broad range of social, policy and economic impacts.

We believe our strengths lie both in empowering individuals and teams to address fundamental questions of global significance, while providing all our staff with a welcoming and inclusive workplace that enables everyone to develop and do their best work. Recognising that diversity is our strength, vital for innovation and creativity, we aspire to build a truly diverse community which values and respects every individual's unique contribution.

While we have long traditions of scholarship, we are also forward-looking, creative and cutting-edge. Oxford is one of Europe's most entrepreneurial universities and we rank first in the UK for university spin-outs, and in recent years we have spun out 15-20 new companies every year. We are also recognised as leaders in support for social enterprise.

Join us and you will find a unique, democratic and international community, a great range of staff benefits and access to a vibrant array of cultural activities in the beautiful city of Oxford.

For more information, please visit www.ox.ac.uk/about/organisation.

Medical Sciences Division

The Medical Sciences Division is an internationally recognized centre of excellence for biomedical and clinical research and teaching, and the largest academic division in the University of Oxford. It includes 11 clinical departments, 5 non-clinical departments and two Institutes/Centres.

World-leading programmes, housed in state-of-the-art facilities, cover the full range of scientific endeavour from the molecule to the population. With our NHS partners we also foster the highest possible standards in patient care.

The Medical Sciences Division is one of the four academic divisions within the University, (Humanities Division, Social Sciences Division, Mathematical, Physical and Life Sciences Division, and the Medical Sciences Division). Each division has its own academic Head of

Division and a divisional secretariat, led by the Divisional Secretary. The division is responsible for academic oversight of the teaching and research of its various departments, for strategic and operational planning, and for personnel and resource management. Much of the discussion and decision-making is undertaken by the divisional board and its principal committees. The Divisional Office for Medical Sciences is based at the John Radcliffe Hospital. The administrative and secretarial staff of the Divisional Office is formally part of the Academic Administration Division of the University administration, and report to the Divisional Registrar. For more information please visit www.medsci.ox.ac.uk

Organisation of Health & Safety

The Council of the University is ultimately responsible for health and safety management. The University Occupational Health and Safety Office, headed by its Director, comprises a team of specialist professional officers supported by administrative and technical staff. It provides advice to University departments, institutions, staff, and students on all aspects of health and safety, including fire and radiation protection.

Council has delegated responsibility for health and safety in each individual department to the head of department. The departmental health and safety structure includes a departmental safety officer (DSO) and a departmental biological safety officer (BSO) appointed by the head of department, and a departmental safety advisory committee

and departmental biological safety committee. A number of Area Safety Officers (ASOs) and Divisional Safety Officers have been appointed to enhance the work of DSOs and BSOs and to provide Heads of Division with assurance of health and safety compliance in their division. These are two of four such posts in the Medical Sciences Division.

How to apply

Applications are made through our online recruitment portal. Information about how to apply is available on our Jobs website https://www.jobs.ox.ac.uk/how-to-apply.

Your application will be judged solely on the basis of how you demonstrate that you meet the selection criteria stated in the job description.

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)

Please upload all documents **as PDF files** with your name and the document type in the filename.

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.

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** of 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.

Benefits of working at the University

Employee benefits

University employees enjoy 38 days' paid holiday, generous pension schemes, flexible working options, travel discounts including salary sacrifice schemes for bicycles and electric cars and other discounts. Staff can access a huge range of personal and professional development opportunities. See https://hr.admin.ox.ac.uk/staff-benefits

Employee Assistance Programme

As part of our wellbeing offering staff get free access to Health Assured, a confidential employee assistance programme, available 24/7 for 365 days a year. Find out more https://staff.admin.ox.ac.uk/health-assured-eap

University Club and sports facilities

Membership of the University Club is free for University staff. It offers social, sporting, and hospitality facilities. Staff can also use the University Sports Centre on Iffley Road at discounted rates, including a fitness centre, powerlifting room, and swimming pool. See www.club.ox.ac.uk and https://www.sport.ox.ac.uk/.

Information for staff new to Oxford

If you are relocating to Oxfordshire from overseas or elsewhere in the UK, the University's Welcome Service includes practical information about settling in the area, including advice on relocation, accommodation, and local schools. See https://welcome.ox.ac.uk/

There is also a visa loan scheme to cover the costs of UK visa applications for staff and their dependants. See https://staffimmigration.admin.ox.ac.uk/visa-loan-scheme

Family-friendly benefits

We are a family-friendly employer with one of the most generous family leave schemes in the Higher Education sector. Our Childcare Services team provides guidance and support on childcare provision, and offers a range of high quality childcare options at affordable prices for staff. In addition to 5 University nurseries, we partner with a number of local providers to offer in excess of 450 full time nursery places to our staff. Eligible parents are able to pay for childcare through salary sacrifice, further reducing costs. See https://childcare.admin.ox.ac.uk/. We also subscribe to the Work+Family Space, a service that provides practical advice and support for employees who have caring responsibilities for dependants of all types. See https://hr.admin.ox.ac.uk/my-family-care

Supporting disability and health-related issues (inc menopause)

We are committed to supporting members of staff with disabilities or long-term health conditions, including those experiencing negative effects of menopause. Information about the University's Staff Disability Advisor, is at https://edu.admin.ox.ac.uk/disability-support. For information about how we support those going through menopause see https://hr.admin.ox.ac.uk/menopause-guidance

Staff networks

The University has a number of staff networks including for research staff, BME staff, LGBT+ staff, disabled staff network and those going through menopause. Find out more at https://edu.admin.ox.ac.uk/networks

The University of Oxford Newcomers' Club

The University of Oxford Newcomers' Club is run by volunteers that aims to assist the partners of new staff settle into Oxford, and provides them with an opportunity to meet people and make connections in the local area. See www.newcomers.ox.ac.uk.

Research staff

The Researcher Hub supports all researchers on fixed-term contracts. They aim to help you settle in comfortably, make connections, grow as a person, extend your research expertise and approach your next career step with confidence. Find out more https://www.ox.ac.uk/research/support-researchers/researcher-hub

Oxford's Research Staff Society is a collective voice for our researchers. They also organise social and professional networking activities for researchers. Find out more https://www.ox.ac.uk/research/support-researchers/connecting-other-researchers/oxford-research-staff-society