

Job Description

Job title: *Faculty Safety and Facilities Co-ordinator*

Faculty/Directorate: *Faculty of Health & Life Sciences*

Grade: D

Role profile: SMD2

Full time

Permanent

	Duties of the role
Overall purpose of the role	The Faculty Safety and Facilities Coordinator will work with the Director of Faculty Operations, Faculty Operations Manager, Safety & Facilities Manager, Technical Services function and Safety Co-ordinators to provide specialist support to the Faculty to ensure full compliance with all University Health & Safety policies and procedures and to ensure that all Health & Safety organisation and support for Faculty activities and events is undertaken.
Main duties and responsibilities	Provide Health & Safety support to the Faculty, to include: 1. Support the Director of Faculty Operations, Faculty Operations Manager, Safety & Facilities Manager, Technical Services function and Safety Co-ordinators in all matters of Health & Safety (H&S) regulatory compliance. 2. Proactively advise and guide staff and students on health, safety and wellbeing matters. 3. Coordination of all H&S documentation, including producing risk assessments and supporting staff in the completion of forms, reports and risk assessments. 4. Organisation of workstation assessments and key monitoring mechanisms including liaising with relevant line managers, the DMU Health & Safety department and external suppliers. 5. Coordination and maintenance of the Statement of Safety Organisation (SOSO) for the Faculty. 6. Coordination and maintenance of all risk assessment records, monitoring pad returns and other formal documentation plus analysing records and producing reports for management consideration. 7. Notification to relevant members of staff for monitoring pad returns and submission of risk assessments. 8. Coordination of emergency evacuation documentation, including liaison with both the DMU H&S and Security (Estates). 9. Conduct regular Health & Safety inspections for Faculty spaces and ensure that all issues are correctly identified, reported and resolved. 10. Coordination and processing of accident reports. 11. Act as servicing officer for the Faculty Health & Safety Committee, and any sub-committees including the chasing of actions and preparation of analytical reports and other papers. 12. Preparation of documentation, leaflets etc. for circulation to colleagues in relation to H&S issues; ensuring that all H&S noticeboards are up to date. 13. Train in relevant aspects of health & safety and, where appropriate and permissible, to impart knowledge/training to others.

Duties of the role

14. Liaison with DMH H&S department in relation to training schedules/programmes, providing alerts and circulation of information to staff concerning relevant training. Act as the Faculty iHASCO administrator.
15. Assistance to Heads and line managers in relation to the H&S induction of new starters.
16. Provide support to staff who go through the Occupational Health and Access to Work process with regard to illness and disability and ensure that all recommendations are actioned in consultation with the appropriate line manager and equipment purchased and claims for reimbursement submitted as directed.
17. Ensure that DMU H&S induction material and other H&S material on the intranet is maintained in line with H&S policies and legislation.
18. Support the Director of Faculty Operations, Faculty Operations Manager, Safety & Facilities Manager and Technical Services function in developing processes to improve efficiency including logistics or space planning.
19. Assist with the implementation of the faculty's physical resources strategy. This will include carrying out a twice yearly audit on faculty space usage and faculty office occupancy and keeping accurate records to enable the faculty to make effective use of space for staff and students.
20. To undertake operational activities that support the delivery of an effective infrastructure and the efficient deployment of resources, including responsibility for informing key Faculty/Estates/D&T contacts of changes to space and occupancy.
21. Ensure health & safety compliance for Faculty events and activities including the planning and post-analysis of Open Days, Degree Shows, student installations and other ad hoc events as appropriate.
22. Support cross-faculty events (e.g. clearing, graduation & open days) which may include evening and weekend working.
23. Act as trained First Aider and re-qualifying when necessary. Ensure first aid boxes are appropriately stocked & checked regularly.
24. Ensure Faculty records are in line with the University Records Retention policy.
25. Maintain confidentiality and comply with Data Protection at all times.
26. Treat all DMU staff, students, contractors and visitors with dignity and respect regardless of their: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.
27. The post holder is required to minimise environmental impact in the performance of the role, seek to promote environmental sustainability within area of responsibility and actively contribute to the delivery of the DMU Environmental Policy.
28. Perform any other duties commensurate with the job grade as reasonably required from time to time.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications and Training	Five GCSEs Grade C or above, including English & Maths (or equivalent)	Essential		X			X
	Educated to A level standard or equivalent	Essential		X			X
	Health & Safety qualification (e.g. First Aid at Work / Risk Assessors) or willingness to undertake training	Essential		X	X		X
	Educated to degree level of equivalent qualification		Desirable	X			X
	Relevant IT qualification		Desirable	X			X
Previous Work Experience	Significant previous experience of working in a similar role	Essential		X	X		
	Experience of servicing high level business meetings/committees	Essential		X	X		
	Experience of working with senior members of staff in a busy operation environment	Essential		X	X		
	Experience of collating information and presenting data analysis in a clear and concise format	Essential		X		X	
	Experience and Knowledge of Health & Safety regulations, practice and compliance		Desirable	X	X		
	Experience of developing systems and processes to ensure efficiency within an office environment		Desirable	X	X		
	Experience of supporting events with planning and analysis		Desirable	X			
	Excellent word processing skills	Essential		X	X	X	

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Specific Knowledge/Skills	Experience of using various Microsoft Office packages including Word, Excel, Outlook, SharePoint and PowerPoint	Essential		X	X		
	Ability to communicate effectively at all levels and work in a team environment	Essential		X	X		
	Must be able to work under own initiative and undertake tasks unsupervised	Essential		X	X	X	
	Ability to prioritise a demanding workload and work within prescribed timescales, budgets and deadlines	Essential		X	X	X	
	Knowledge of how to risk assess activities, processes or situations, identify hazards and recommend controls	Essential		X	X	X	
	Ability to impart knowledge to staff and students	Essential		X	X		
	Ability to devise and implement effective new systems of work		Desirable	X	X		
	Working knowledge of Health and Safety regulations and documentation – specifically in HE environment		Desirable	X	X		
Personal Attributes	Understand importance of confidentiality and sensitivity	Essential		X	X		
	High level of accuracy and attention to detail	Essential		X	X	X	
	Willingness to undertake health and safety training	Essential			X		
	Willingness to work occasional out of office hours (e.g. evenings and weekends)	Essential		X	X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**