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| ROLE DESCRIPTION AND PERSON SPECIFICATION PROFESSIONAL AND ADMINISTRATIVE STAFF |
| **Role Title:** Health, Safety & Environmental Manager  **Service:** Estates and Facilities  **Pay Band:** E  **Reports to:** Director of Estates and Facilities |
| Purpose of Role:  * To provide expert Health, Safety and Environmental leadership, knowledge and skills and to generate and promote a positive health, safety and environmental culture within the University. * To be responsible for providing a robust Health, Safety and Environmental function, which fully supports the Institution’s core business by providing a clean, safe, compliant, environmentally sound and easily accessible environment for all stakeholders and ensuring that all users of Ravensbourne’s building and facilities are informed and fully compliant with relevant processes. * To lead on the development and integration of the Institution’s carbon management plan that delivers against specified requirements for carbon reduction. * To integrate environmental considerations into the operational activities of the Institution and to continuously improve environmental performance through reducing the Institution’s environmental impacts in accordance with the agreed Carbon Management Plan. * To fulfil responsibilities as deemed appropriate by the Director of Estates and Facilities within the Institution’s Emergency Response and Business Continuity Plans * A key member within the Estates and Facilities Management team, to perform other duties relevant within the FM function may be required from time to time. |
| **Role Responsibilities:**  **HS&E Policies and Procedures**   * To be the competent person for health, safety and environmental matters, providing expert advice, guidance and enforcement as appropriate. * To ensure the health and safety policies and arrangements for the Institution are maintained as up to date and relevant, in particular ensuring that appropriate controls are in place and enforced for events and student activities. * To be responsible for oversight of the Institution’s Fire Strategy, ensuring relevant details are incorporated into operational management of the building and its activities. This will include ensuring a single source of room capacity data is managed and maintained, which will be made available to the appropriate departments such as timetabling. * To maintain an overview of the building usage to ensure it is not used beyond capacity in accordance with the Fire Strategy. * Devise, develop and monitor effective Risk Assessment management processes and make recommendations and/or implement these as appropriate. * Review and develop Health and Safety policies, procedures and guidance, in keeping with best practice and make recommendations on their implementation and application to the Director of Estates and Facilities * Consult with senior managers and other line managers and give appropriate advice on formulating best-practice and maintain an annual action plan for health and safety with departmental responsibilities and actions communicated as appropriate. * Provide independent professional advice and technical information where appropriate to senior managers and all line managers to enable the Institution to discharge its statutory, common and moral obligations, keeping staff and Managers abreast of changes in HS&E Legislation and Codes of Practice. * Provide, or where necessary source, training for staff in relation to Health and Safety policies, practice and procedures. * To develop and deliver a comprehensive staff induction covering relevant aspects of health and safety and the Institution’s environmental responsibilities. * In consultation with the Director of Estates and Facilities to ensure the Health and Safety Committee, Executive Team and Board are briefed, as appropriate, regarding Health and Safety management data, legislative changes and other relevant health and safety issues impacting the Institution.   **Monitoring Performance**   * In consultation with the Director of Estates and Facilities to provide regular reports to the Executive and Senior Management Teams and the Board regarding health and safety and environmental performance within the Institution as required * Carry out or arrange workplace safety audits and ensure that any remedial recommendations are implemented * Ensure that statutory requirements are being upheld throughout the institution e.g. COSHH, RIDDOR, Display Screen Equipment, Risk Assessments and the Insurance Inspections * Challenge unsafe behaviours and practices and make recommendations for improvement   **Health and Safety**   * To ensure the health and safety policies and arrangements for the Institution are maintained as up to date and relevant, in particular ensuring that appropriate controls are in place and enforced for events and student activities. * To maintain an overview of building usage to ensure it is not used beyond capacity in accordance with the Fire Strategy. * Maintain accident statistics, analyse trends and propose and take remedial action where necessary. * Investigate or arrange for all accidents and near-misses be investigated, prepare report of findings, including recommendations to prevent recurrence and implement approved course of action. Where necessary prepare reports to the enforcing authority and Ravensbourne as required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations. * Assist and support Departments in the preparation of risk assessments. Monitor the availability and appropriateness of risk assessments and, where necessary, safe working practices. * Liaise as necessary with other organisations and relevant authorities, and provide assistance and cooperation concerning audits and remedial actions. * To ensure the Health and Safety Committee, Executive Team and Board are briefed as appropriate regarding Health and Safety management data, legislative changes and other relevant health and safety issues impacting the Institution. * To provide regular reports to the Executive and Senior Management Teams and the Board regarding health and safety performance within the Institution as required * To ensure the Director of Estates and Facilities is briefed immediately regarding any immediate health and safety priority issues or concerns. * Ensure the implementation of Ravensbourne Fire and Evacuation Procedure and monitor its effectiveness by undertaking fire evacuation drills at least once per academic year. * Manage and maintain the Institution’s COSHH database, ensuring COSHH statements are available on all hazardous materials and that effective Risk Assessment are in place to * To hold a personal licence and, as required by the Director of Estates and Facilities, ensure that procedures for the sale and/or distribution of alcohol and live entertainment are in place and activities are compliant with procedures, the licence held by the Institution and the requirements for the building lease |
| **Environmental Management**   * To lead on activity and commitment to environmental management * Identify opportunities for continuous environmental improvement and implement programmes to deliver these * Promote and coordinate the integration of environmental management and sustainability issues into policies, rules, products, services and operations * Represent the Institution with local and national health, safety and environmental bodies * To provide regular reports to the Executive and Senior Management Teams and the Board regarding environmental performance within the Institution as required * Continue to develop and implement the Institution’s carbon management and action plans and reduce the carbon emissions from University activities by 25% from 2021 levels * To drive continuous improvements in order to reduce waste and improve energy and water efficiency whilst improving quality, ensuring effective monitoring and reporting of fuel and water consumption and waste production within the Institution. * To undertake continuous professional knowledge in health and safety and environmental management * To contribute relevant data to the annual Estate Management Statistics, return and to be responsible for the annual submission of the Green League return * To be the nominated person to champion Sustainability and Environmental policies and procedures within the Institution * Manage and control the Institutions recycling and waste management procedures. * Provide technical support to the Estates and Facilities Department on projects, and on building modifications that have environmental impacts and aspects   **Health, Safety and Environmental Committee**   * To be responsible for the coordination of the HSE Committee, ensuring the agenda is agreed and papers collated and issued suitably in advance * Provide support and health and safety advice to the committee * Provide support and encourage activity and commitment to reducing Ravensbourne’s impact on the environment, and promoting environmental best practice in energy use, waste reduction and sustainable development   **Financial**   * Responsible for managing the Health and Safety Budget * Prepares a business case and budgets for HS&E activities * Allocates appropriate budget for HS&E training   **General**   * Demonstrate understanding of Ravensbourne values, culture and educational ethos and promote these through everyday practice in the role. * Work within Ravensbourne Code of Conduct and other Rules * Comply with all legislative, regulatory and policy requirements (e.g. Finance, HR) as appropriate * Carry out the policies, procedures and practices of Health & Safety in all aspects of the role * Demonstrate value and importance of equality and diversity in every aspect of Ravensbourne’s work, and show commitment through everyday practice in the role * Work in accordance with, and promote Ravensbourne’s environmental sustainability policy and practices * Works continuously to improve individual knowledge, skills and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate * Make full use of all information and communication technologies to meet the requirements of the role and to promote organisational effectiveness * Perform such other duties consistent with the role as may from time to time be assigned, collaborating fully with others to get the work done and Ravensbourne objectives achieved |
| Key working relationships (i.e. titles of roles, both internally and externally, with which this role holder interacts on a regular basis):  * Director of Estates and Facilities * Estates and Facilities teams * Outsourced Facilities Management Contractors * Student Services * Learning Resources teams * Heads of Department and Academic teams * Students and their representatives * Student Union |
| Resources Managed  * None  Budgets:  * Health & Safety Budget * Where assigned budget for sustainability projects  Staff: Facilities Management Team AdministratorOther ( e.g. equipment; space)  * All relevant H&S equipment |

## Person Specification (Knowledge, Skills and Behaviours)

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|  | **Essential** | **Desirable** |
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| **Core Personal Skills**  **Minimum Qualification Required:**  NEBOSH National Diploma for Occupational Health and Safety  NEBOSH Certificate in Environmental Management  Demonstrable ability to remain calm and direct the activities of people in a pressured environment  Demonstrable experience of report writing including the collation and presentation of primary data  Demonstrable experience of budget management  An active team player with a flexible approach and desire to integrate into a team with diverse responsibilities and often conflicting and pressured priorities | MC900434713[1]  MC900434713[1]  MC900434713[1]  MC900434713[1]  MC900434713[1] | MC900434713[1] |
| Customer focus and service Understands the relationship between provider and customer, and the expectations of the recipient of a service. Is able to identify all such relationships in which they are involved, and with an attitude of mind that places the needs of the customer first, provides a service that fully satisfies them. | MC900434713[1] |  |
| Enterprise and support for Income generation Understands the critical importance of income generation, in particular from student recruitment, and is alert to the opportunities for increasing income from existing or new sources, taking action as necessary. | MC900434713[1] |  |
| Team working Works collaboratively and harmoniously within the team and more widely with all significant others to get the job done, to the satisfaction of all those involved. | MC900434713[1] |  |
| Communicating and relating to others Communicates clearly orally and in writing, and in relating to others builds and maintains effective relationships openly and honestly, using every medium appropriately and with consideration for the audience, so that the messages (both ways) are understood and able to be acted upon. | MC900434713[1] |  |
| Organising work Organises work for optimum effectiveness, using all the resources, tools and methods available, so that the objectives of the role, team and organisation are met. | MC900434713[1] |  |
| Using IT Makes optimum use of appropriate digital technology and IT systems in all aspects of the role, particularly the ability to operate in a Virtual Learning Environment | MC900434713[1] |  |
| Problem solving and decision making Anticipates problems or issues and deals with them creatively and constructively, reaching a rational decision for dealing with the problem or issue; one that is capable of practical implementation | MC900434713[1] |  |
| Future focussed and change-ready Understands their current position in the broader environmental context and is receptive to, and open minded about, change, enabling them to respond positively and creatively to changing circumstances and requirements. | MC900434713[1] |  |
| Numeracy and Statistics Understands, uses and presents numerical information clearly and accurately, according to the requirements of the task in hand. | MC900434713[1] |  |
| Core Leadership and Management Skills *(Delete this section if the Role has no leadership or management responsibilities)* Management and continuous improvement of operational delivery Leads and manages the operational delivery of a course or service, ensuring that standards are met and delivery continuously improved, to the satisfaction of those who pay for and/or receive the service | MC900434713[1] |  |
| Strategic and Business planning and implementation Leads and manages the identification, articulation and implementation of strategic and/or business plans |  | MC900434713[1] |
| Team leadership and Management Leading and managing team(s) successfully towards specific agreed outcomes in ways that engage, motivate and develop team members |  | MC900434713[1] |
| Project Management Leads a Project throughout its life cycle, using the methodology to ensure the Project achieves its agreed purposes. | MC900434713[1] |  |
| Resource Management Ensures that the resources required are available at the right time and in the right place, and appropriately monitored, so that the work can be done effectively and efficiently | MC900434713[1] |  |
| Staff Management Ensures that all staff managed are properly, deployed and developed in their role, and are enabled to make their contribution to the achievement of short and medium term objectives and longer-term organisational success |  | MC900434713[1] |
| Professional and Administrative knowledge and know–howService Knowledge and its application Maintains, develops and applies comprehensive knowledge of all aspects of the service in ways that are proportional to Ravensbourne’s nature, scale and complexity, and keeps that knowledge and its application up to date and relevant | MC900434713[1] |  |
| Professional context Develops and maintains an understanding of how developments in the professional, legal, regulatory and educational contexts impact upon own role specifically, and Ravensbourne more generally | MC900434713[1] |  |
| Professional and Administrative service delivery, systems and processesDelivering the service Delivers the service, or that part of it as specified in the role description, to the standards required, and contributes to its continuous improvement | MC900434713[1] |  |