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**Job Description**

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| **Job title:** | **Campus Services HSE Coordinator** |
| **Department/School:** | **Campus Services** |
| **Grade:** | **6** |
| **Location:** | **University of Bath** |

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| **Job purpose** |
| Reporting to the Waste, Recycling & Environment Manager, the post holder will support the Campus Services department by managing provision of risk assessment, a Health and Safety Management System (HSMS) and reducing utilities usage through student engagement. Demonstrating a commitment to health and safety and environmental legislation, and relevant Codes of Practice. Communicating and driving H&S and environmental awareness.  To ensure compliance with University policies and to work in collaboration with the University Safety, Health and Employee Wellbeing Dept. (SHEW) to promote a positive Health and Safety culture and be proactive in addressing Health and Safety matters and follow-up on actions within their area of responsibility.  The post holder must have the ability to communicate effectively, collaborate and co-ordinate with others and ensure consistency of communications and standards. |

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| **Source and nature of management provided** |
| This post reports to the Waste, Recycling & Environment Manager. |

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| **Staff management responsibility** |
| None |

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| **Special conditions** |
| You will be expected to work such hours as are reasonably necessary to fulfil the duties and responsibilities of the role.  You may on occasion be required to work such additional/different hours as may from time to time be necessary for the proper and efficient discharge of duties which may include evenings, Saturdays, Sundays and bank holidays.  You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. |

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| **Main duties and responsibilities** | |
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| **1** | **People Management:**  Recruit, train and manage a team of student Climate Champions, ensuring they run a yearly calendar of activities and campaigns such as recycling competitions and Leave No Trace. |
| **2** | **Health & Safety:**  First point of contact for all Campus Services (CS) safety matters, ensuring relevant Heads of Department and Director of CS are advised of emerging local issues.  To provide accurate and consistent advice to CS staff and to ensure compliance with relevant University, local, national and international safety policies and procedures.  Responsible for ensuring completion of regular Health and Safety audits, checking that any failures have been reported and actioned. Ensuring that suitable and sufficient RAMS are in place across the department.  Network and liaise with departmental stakeholders in promoting a coordinated approach for Campus Services H&S provision, whilst keeping abreast of developments, legislation, new technology etc.  Implement, compile and maintain robust record keeping systems and procedures for Statutory Compliance, Permit to work, Risk assessments and Method Statements to maintain a safe working environment as a part of a departmental Health and Safety Management System (HSMS)  Compile and coordinate data, statistics and budgets producing reports as required.  Ensure robust Incident investigation processes are in a place for all incidents within the department and to lead/assist with investigations as appropriate.  Identify H&S training needs within the department to aid knowledge improvement and culture change and work with the relevant teams in addressing those needs, identifying external providers where in-house solutions are not available.  Review all departmental Risk assessments and risk registers, ensuring action plans are in place and reviewed regularly.  Provide reports for operations safety checks, |
| **3** | **Environment/Sustainability:**  Work closely with the Waste, Recycling & Environment Manager in driving significant, demonstrable, reductions in utility consumption and food wastage, and, where possible, to seek to reduce costs and environmental impact.  Raising awareness and driving behavioural change in relation to these subjects through implementation and management of student and staff focused campaigns.  Design, implement and manage key sustainability projects to demonstrably influence behavioural change, reduce costs and reduce environmental impact.  Organising communications, events and promotional materials to highlight the purpose of projects and to gather relevant customer feedback and data to drive continual improvement.  Assist with periodic internal and external environmental audits and external audits of relevant contractors to ensure that the projects remain efficient and compliant and deliver against targets. Scheduling and assisting with bin store audits to ensure the department remains and compliant and delivers against targets.  Analysing data to provide insight into current performance, progress against KPIs and identify best practice and potential opportunities to further progress our sustainability credentials.  Provide services in line with departmental objectives and University sustainability policies (financial, social and environmental) ensuring that sustainability is central as regards to all projects, decisions, recommendations and activities.  Provide cover for the Waste, Recycling & Environment Manager in their absence. |
| **4** | **General:**  To work in accordance with the University’s Dignity & Respect Policy, promoting equality and diversity in your work.  To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University’s Planning, Review and Appraisal scheme and staff development opportunities.  Day to day contract management and budget of the University Pest control contract |
| You will from time to time be required to undertake other duties of a similar nature as reasonably required by your line manager. You are required to follow all University policies and procedures at all times and take account of University guidance. | |

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### Person Specification

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or a Member of a professional institution e.g. IWFM, IEMA  Health and Safety qualification (IOSH or similar)  Health and Safety qualification (NEBOSH), or the willingness to study toward within 12 months of appointment.  Management qualification (ILM 3 or equivalent) or willingness to work towards | **🗸** | **🗸**  **🗸**  **🗸** |
| **Experience/Knowledge** |  |  |
| Must have previous experience in a relevant role  Knowledge of relevant Standards, Codes of Practice and Safety Regulations.  Good knowledge of health and safety in the working environment.  Ability to produce written reports and give verbal feedback on progress with projects  Used to working with minimum supervision.  Able to demonstrate effective experience of developing and implementing strategy and policy  Experience of managing budgets.  Extensive experience in staff management and development  Ability to write and undertake Health & Safety and Equality and Diversity reports | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** |  |
| **Skills** |  |  |
| Excellent written and oral skills including report writing  Ability to set priorities and manage the progress of own work, operational staff and contractors.  Ability to respond to customers in an effective, professional manner, where appropriate, identifying ways of improving service.  Excellent planning, organising and administrative skills.  Computer literate.  Excellent project management skills.  Staff motivational and Leadership skills | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** |  |
| **Attributes** |  |  |
| Attention to detail  Ability to motivate and co-ordinate the work of others.  Natural problem solver  Desire to deliver and achieve high standards of service  Ability to coordinate and monitor goals and departmental key performance indicators  Flexible and adaptable  Positive and enthusiastic  Calm and efficient under pressure  The ability to work within and contribute to a team | **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸**  **🗸** | **🗸**  **🗸** |

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| **Effective Behaviours Framework- Delivering the Experience**  **ahs** has identified a set of effective behaviours or ‘acts’ which we value and have found to be consistent with high performance. Part of the selection process for this post will be to assess whether candidates have demonstrably exhibited these ‘acts’ previously. |
| **Striving for Excellence:**  Planning and organising workloads to ensure that deadlines are met within resource constraints. Producing a high standard of work and consistently meeting objectives. |
| **Providing Outstanding Service:**  Willing and able to provide a professional, friendly and quality service to students, staff, commercial customers, visitors and suppliers. Displaying a positive ‘can-do’ attitude and tailoring the service to suit differing customer needs. |
| **Problem Solving:**  Able to remain calm under pressure and use initiative to overcome issues. Being proactive to ensure problems are not repeated and able to make suggestions on how we can improve. |
| **Being Adaptable & Flexible:**  Being open to new ideas and ways of working. Able to respond to shifting priorities and support colleagues when required. |
| **Doing the Right Thing:**  Being aware of how your behaviour impacts others. Showing respect and tolerance, being open and honest. Supporting environmental and fair-trade campaigns within **ahs.** |
| **Caring:**  Having a genuine desire to support others well-being. Being kind and compassionate to colleagues and customers. |
| **Teamwork**  Building effective working relationships. Working co-operatively with a wide range of inter-personal skills. |
| **Developing self and others:**  Showing commitment to own development. Seeking and accepting feedback. |