

**JOB DESCRIPTION**

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| **Job Title** | **Health, Safety & Wellbeing Director** |
| **School /Service** | **People & Culture** |
| **Grade** | **TBC** |
| **Location and Hybrid working status** | **Docklands / Hybrid Working** |
| **Reporting to** | **Director of People and Culture** |
| **Line management for** | **Health, Safety & Fire Manager, Health, Safety & Wellbeing Business Partner, HSW Coordinator, HSW Administrator** |
| **Key working relationships: Internal** | **University Management Team, University Executive Board members, Estates Team, UEL Students’ Union, trade union representatives, HSW Champions, People and Culture senior leadership team** |
| **Key working relationships: External** | **Occupational Health service provider** |
| **Contract type/ Hours** | **Permanent/Full time** |

Build your career, follow your passion, be inspired by our environment of success

**#BeTheChange**

**THE UNIVERSITY OF EAST LONDON**

The University of East London is one of the most diverse and vibrant universities in the global capital. Our pioneering and future-focused careers-1st vision is making a positive and significant impact to the communities we serve, inspiring our students, our staff, our alumni and our partners to reach their full potential.

Founded in 1898 to meet the skills needs of the 2nd industrial revolution, we are implementing [Vision 2028](https://www.uel.ac.uk/about/vision-2028) our ambitious 10-year strategy to reshape the face of education through collaborative initiatives alongside industry partners.

Our mission remains to foster inclusive pathways to career readiness for students of all backgrounds whilst driving positive change and measurable impact through our research, global partnerships, and innovative educational models.

We are building an environment of success where colleagues are supported to achieve, and our community can flourish and thrive. We are an accredited Investors in People Award Institution and have achieved the Investors in People Health and Wellbeing Award. As the only University in London to have achieved Silver Awards in Athena Swan Gender Equality and in the Race Equality Charter, we continue our journey to address and reduce barriers to opportunity.

**BRIEF OVERVIEW OF PEOPLE & CULTURE**

People and Culture is a new team dedicated to providing an outstanding service to enable the University to deliver [Vision 2028](https://www.uel.ac.uk/about/vision-2028). The four strategic pillars for our function are: delivering the right people, in the right place, at the right time; developing skills for the 4.0 economy; building a supportive, high-performance culture; and developing the most welcoming, engaging and healthy university in the UK. These are big ambitions, and we have just started the journey to deliver these ambitious goals for UEL.

**BRIEF OVERVIEW OF THE DEPARTMENT/TEAM**

The Health, Safety & Wellbeing (HSW) team is there to support and guide our Schools and Services. Our aim is simple, to keep people safe. With 2,000 staff and 44,000 students, there is always something different to consider. Sitting within the People and Culture service, we provide advice and support to ensure that all activities are managed safely, and we manage the Occupational Health services to look after people’s health and wellbeing.

**JOB PURPOSE**

To work with all levels of university staff and contractors, you will be visible in both presence and support, enabling excellence in Health, Safety and Staff Wellbeing. You will help to drive a Zero Harm culture, assist the HSW Team to implement and maintain the HSW Management System and to identify areas of improvement.

**KEY DUTIES AND RESPONSIBILITIES**

* Develop, and deliver a comprehensive wellbeing plan that supports the organisational priorities.
* Foster a holistic health approach across UEL.
* Lead on and contribute to staff wellbeing projects and initiatives.
* Drive outcomes across occupational health, health management, and wellbeing by implementing data-driven initiatives to reduce health risks, lower absenteeism,
* Lead the HSW Team and drive performance across UEL to achieve world class

standards in H&S.

* Manage the HSW data and ensure that the right information is provided to the right

people at the right time, to allow sound data led decision making.

* Influence and partner with key stakeholders to embed the health and wellbeing strategy across the organization.
* Proactively identifying risks and assisting in devising appropriate controls.
* Ensure that all duties are conducted by the HSW Team as required (e.g. inspections,

audits, risk assessment reviews) and provide visibility of this to the University

Executive Board.

* Provide governance and assurance on all areas conducted by others that affect HSW

(e.g. statutory inspections, Development of Risk Assessments).

* Providing advice and guidance to staff at all levels of the organisation on HSW issues.
* Developing and delivering an HSW training programme and producing training materials where required, obtaining external approval where relevant (e.g. from

IOSH).

* Attending the HSW Committee meetings (and sub-committee meetings) and providing

reports and data for such meetings.

* Ensure that all staff have the necessary knowledge and H&S training to carry out

the duties allocated to them.

* Any other duties and responsibilities commensurate with the grade of the role.

The duties and responsibilities outlined above provide a general overview of the range of tasks that a **Health, Safety & Wellbeing Director** at the University of East London may be required to perform. Please note that this job description is not exhaustive, and additional tasks aligned with the role's grade may be assigned as needed.

The job description may also be updated to reflect changes in circumstances, and employees will be consulted if any amendments are required.

**All employees must adhere to all UEL policies and regulations, demonstrating a commitment to equal opportunities within a diverse and multicultural environment. Employees are also expected to actively contribute to building and maintaining a positive reputation for UEL in all their professional activities.**

**PERSON SPECIFICATION**

The University's Core [Values](https://www.uel.ac.uk/about/governance/ethical-framework) are **Passion, Inclusion, Courage**, and they are at the root of everything we do and everyone in our community is expected to demonstrate them.

The table below outlines the essential and desirable criteria required to perform the role effectively. Candidates will be shortlisted based on how closely they meet these criteria.

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| Education and Qualifications | Essential/ Desirable Criteria |
| HSW related Degree or NEBOSH Diploma or Equivalent. | **E** |
| CMIOSH or working towards it. | **E** |
| Auditing Qualification. | **D** |
| Experience/Knowledge |  |
| Experience of health, safety and wellbeing provision in a large, complex and multi-site organisation with a variety of risks. | **E** |
| Experience of developing and delivering a comprehensive wellbeing plan for a complex organisation. | **E** |
| Experience of developing and maintaining effective HSW Management Systems. | **E** |
| Experience of working and responding independently and dealing with unforeseen problems and circumstances | **E** |
| Experience of implementing an organisational holistic health approach. | **E** |
| Experience of driving outcomes across occupational health, health management, and wellbeing by implementing data-driven initiatives to reduce health risks and lower absenteeism. | **E** |
| Experience of budget management | **D** |
| Fire safety knowledge. | **D** |
| Construction safety management knowledge and CDM. | **D** |
| Laboratory safety management. | **D** |
| Experience of consultation with Trade Unions. | **D** |

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| Skills/Abilities |  |
| Proven ability to work effectively with senior stakeholders. | **E** |
| Proven ability to build, develop and maintain effective relationships with colleagues, suppliers, customers and contractor. | **E** |
| Demonstrable ability to influence and partner with key stakeholders to embed a health, safety and wellbeing strategy across the organization. | **E** |
| Ability to communicate clearly and effectively in a professional manner in both speech and writing. Ability to convey complex information succinctly backed up by data and evidence | **E** |
| Demonstrates leadership qualities and suitable gravitas. | **E** |
| A confident and approachable demeanour with the ability to build productive and effective relationships with a variety of people at all levels. | **E** |
| Ability to manage multiple varied activities and prioritise tasks and manage multiple deadlines | **E** |
| Ability to problem solve and demonstrate initiative. | **E** |
| A commitment to working in an inclusive manner reflecting a dedication to creating a welcoming, respectful, and equitable environment for all individuals, regardless of their background, identity, or experiences. | **E** |
| Ability to demonstrate effective influencing skills with senior leaders. | **E** |
| A results driven professional with a demonstrable drive for operational excellence. | **E** |

**Further Information**

UEL is an inclusive equal opportunities employer and are proud of our Equality, Diversity and Inclusivity achievements. We expect all employees of UEL to accept our EDI policy and will not tolerate discrimination in any form. As an employee of UEL, we expect you to follow all relevant Health & Safety policies.

We're a disability confident employer and value all applications. Please let us know if you require any reasonable accommodations throughout the recruitment process.