

Job Description

Job Title	Health and Safety Adviser (0.6FTE)
School/Department	Finance, Estates and CPU
Job Holder	Vacant
Responsible to	Head of Estates
Date	February 2010

1. Purpose

The post-holder will be required to provide advice on any occupational health and safety issue and to give support and assistance to enable staff to discharge their responsibilities as set out in the Academy's Health and Safety Policy. The role will also deliver health and safety training as required.

The post-holder will also be required to act as the Academy's Competent Person as required by legislation

2. Duties and Responsibilities

As Health and Safety Advisor, the post-holder will be required to:

- Provide expert advice and guidance on all health and safety matters in relation to both strategic and operational matters.
- Maintain an up-to-date knowledge of current and proposed legislation, relating to health and safety issues, in order to interpret, evaluate and advise the Academy Executive on the implications of such legislation on Academy activities.
- Promote and assist managers in determining safe working practices through risk assessments and effective management systems.
- Assist Head of Departments, Line Managers and Supervisors to formulate and draft policies and procedures and codes of practice to ensure the Academy's compliance with health and safety practices.
- Undertake regular venue / workplace inspections within the Academy and any other sites belonging to the Academy.

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- Liaise with appropriate departments regarding activities outwith the Academy building in relation to Health and Safety (such as Academy involvement in the Edinburgh Fringe Festival, classes undertaken off site, etc).
- Provide guidance, advice and support to line managers regarding workplace assessments and any resulting modifications, or other such measures taken, to assist any member of staff returning to work following illness or injury, ensuring compliance with DDA legislation.
- Assist Line Managers to identify training needs to ensure health and safety compliance; the development and delivery of appropriate training programmes where appropriate; and the evaluation of training by external providers.
- Undertake audits of the Academy's Health and Safety management systems and risk control systems to assess their effectiveness in achieving desired outcomes.
- Assist the Estates and Venues Development Department to monitor the health and safety compliance and performance of subcontractors on Academy premises.
- Investigate accidents, incidents and near misses, reports of work related illnesses and dangerous occurrence, making recommendations to prevent recurrence.
- Attend the Academy Health and Safety Committee acting as Health and Safety Adviser and assisting the Head of Estates and the Technical Facilities Manager.
- Liaise with Trade Union and Staff Representatives in relation to aspects concerning Health and Safety within the Academy.
- Provide advice to Line Managers, staff and students on arrangements in the event of a fire or other such emergency.
- Liaise with relevant government and other enforcement agencies to promote constructive and cooperative working practices to achieve both compliance with legislation and optimum service delivery.
- Liaise with BSI, RoSPA and other such organisations concerned with promoting best practice in the field of occupational health, safety and welfare.
- Participate in the Academy's Goals Setting and Career Review process
- Undertake any other reasonable duties as required by the Head of Estates

3. Scope of the Brief

Financial:

To be confirmed

Staff:

No staff report directly to this position, however, there will be an element of supervision for those who have responsibility for aspects of health and safety, for example in preparation for and during performances.

4. Context

Operating Environment:

Liaise with external organisations in areas of health and safety.

Framework and Boundaries:

This is a specialist role requiring high level and extensive knowledge. The Health and Safety Adviser is responsible within the RSAMD for ensuring that the Academy's occupational health and safety policies and systems operate effectively.

You will be required to work within the RSAMD Strategic Plan, the RSAMD Policies and Procedures, the Academic Regulations and Quality Assurances processes required by the Academy.

Government legislation relating to occupational health and safety has to be strictly adhered to.

Organisation:

Please see the attached organisation structure charts appended.

5. Relationships

Line Manager: Director of Finance and Head of Estates

This role is required to work autonomously on a day-to-day basis with regular formal and informal contact for operational support and guidance when required.

Other Contacts:

a) Within the Academy:

- Deal with Human Resources on a regular basis in relation to the introduction and implementation of new policies and procedures
- Liaison with the HR Assistant and HR Administrator/Secretary to coordinate and deliver training to Line Managers, staff and students where necessary.

- Liaise with Heads of Department frequently regarding issues relating to health, safety and welfare.

b) Outside the Academy:

- Liaison, as and when necessary, with external bodies, government agencies and advisory bodies.

6. Knowledge and Experience

Qualifications:

Essential

- A degree in either Health and Safety or a related discipline

Desirable

- Chartered Membership with IOSH (CMIOSH)

Experience:

Essential

- Experience as Health and Safety Advisor including a proven track record of auditing, monitoring and inspections

Desirable

- Health and Safety experience within a Higher Education Institution

Knowledge and Skills:

Essential

- Excellent communication skills, both oral and written, at all levels
- A confident professional manner with the ability to maintain a flexible approach and a high degree of integrity and credibility
- Ability to accept responsibility, make decisions
- Ability to use own initiative
- Ability to prioritise work and work to deadlines
- Ability to deal with a wide variety of people operating at different levels within the institution
- Ability to liaise with people at all levels within the internal and external environments

Desirable:

- Knowledge of the operation of a higher education and/or a performing arts environment

7. Complexity

It is essential that the Health and Safety Adviser is aware of legislation relating to occupational health and safety and accepts responsibility for remaining up-to-date with any changes that may affect the Academy and its legal compliance/best practice.