

## **JOB DESCRIPTION**

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### **JOB DETAILS**

Job Title: Health & Safety Manager  
Department: Operations  
Grade: Service Manager 1

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### **ORGANISATIONAL ARRANGEMENTS**

Line Manager: Head of Operations  
Responsible for: N/A

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### **JOB PURPOSE**

The Health & Safety Manager leads the provision of expert advice, assurance and practical support on all health, safety and welfare matters across the Institute. The postholder is responsible for ensuring compliance with relevant statutory and regulatory requirements, supporting managers and researchers to manage risk effectively, and promoting a proactive, positive safety culture.

The role also leads on incident reporting and investigation, safety performance monitoring, audit and inspection activity, and the development of policies, procedures and training to support continuous improvement. In addition, the postholder acts as the Institute's Biological Safety Officer and provides specialist advice on biological safety, genetic modification, COSHH and related laboratory risks.

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### **DUTIES AND RESPONSIBILITIES**

#### **Duties**

- Act as the Institute's competent health and safety adviser, maintaining up-to-date knowledge of relevant legislation, guidance and best practice, and advising senior leaders and managers on implications for the organisation.

- Act as a leader in delivering a proactive safety culture within the Institute, shaping the Institute's safety strategy and influencing managers and researchers alike to continuously improve safety practices.
- Act as the Institute's Biological Safety Officer, providing specialist advice on genetic modification and related biological safety matters, and supporting researchers and the GM Committee on associated technical and regulatory requirements.
- Ensure appropriate arrangements are in place for trained and competent staff to support building evacuations and respond to first-aid incidents, and work with the Facilities Manager to ensure fire safety is effectively managed across the Institute.
- Provide clear, practical and solutions-focused advice to researchers, managers and staff on health and safety matters arising from laboratory, operational and support activities.
- Ensure suitable and sufficient risk assessments are in place, including COSHH and biological risk assessments, and support staff and managers in producing, reviewing and applying them effectively.
- Provide clear and timely health and safety information, guidance and reporting to managers, staff, students and relevant committees to support compliance and informed decision-making.
- Ensure staff and students receive appropriate health and safety induction and training on commencement, and that competence is maintained through ongoing support and refresher activity.
- Ensure that all accidents and incidents are recorded, investigated and that root causes identified with suitable improvements implemented.
- Liaise with external regulators, inspectors and partner organisations as required, including during inspections, audits and regulatory submissions.
- Develop and maintain a programme of audits, inspections and compliance checks to monitor standards, identify improvement actions and provide assurance on compliance with regulatory and local requirements.
- Develop, deliver and advise on health and safety training and learning resources to ensure staff are appropriately trained and competent in relation to relevant risks and responsibilities.
- Analyse health and safety data, trends and performance indicators to support reporting, inform priorities and drive continuous improvement.
- Act as a focal point for health and safety communication and engagement across the Institute, using appropriate channels to promote clear, consistent messages and support a positive safety culture.

## **Other**

- Participate in operational meetings and relevant committees or working groups.
  - Undertake other duties reasonably consistent with the scope and seniority of the post.
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## **STANDARDS OF PERFORMANCE**

Demonstrate a visible commitment to high standards of health and safety and promote the principle that safety is a shared responsibility across the Institute.

Provide professional, credible and pragmatic advice that supports compliance, effective decision-making and continuous improvement.

Build constructive working relationships across the organisation and communicate clearly with a wide range of audiences, adapting style and approach as needed.

Use data, audit findings, incident learning and staff engagement to identify priorities and improve health and safety performance.

Maintain professional knowledge and competence through continuing professional development and by keeping up to date with relevant legislation, guidance and emerging best practice.

Work flexibly and collaboratively to meet changing organisational needs and priorities consistent with the level of the role.

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## **KEY RELATIONSHIPS**

### Internal

Institute Director  
Head of Operations  
Scientific Researchers  
Managers  
Group Leaders  
Laboratory Manager  
Laboratory Support Services Manager  
HR  
Facilities Manager

### External

University of Glasgow  
Head of professional services –  
WWCRC  
WWCRC safety officers  
HSE

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## **PERSON SPECIFICATION**

### **KEY SKILLS**

- Excellent interpersonal, written and verbal communication skills

- Ability to influence, advise and challenge constructively
- Strong analytical and problem-solving skills,
- High levels of organisation and self-management
- Strong attention to detail
- Ability to work independently and collaboratively
- Flexibility and resilience,
- Confident IT skills

### **Essential**

- Degree in a relevant scientific discipline, or substantial equivalent experience in a specialist health and safety role within a laboratory, research or similarly regulated environment.
- Recognised health and safety qualification, such as NEBOSH General Certificate or higher, or an equivalent professional qualification.
- Strong knowledge of UK health and safety legislation and its practical application in a laboratory, research or similarly regulated environment.
- Strong knowledge of biological safety, including experience of advising on genetic modification work, containment controls and associated regulatory requirements.
- Experience of reviewing and challenging technical risk assessments, including biological and chemical risk assessments, and advising on appropriate control measures.
- Experience of fire safety management and the application of relevant fire safety requirements within a laboratory or research environment.
- Experience of investigating accidents and incidents, including root cause analysis and the development and implementation of corrective actions.
- Experience of auditing health and safety arrangements, identifying areas for improvement, and supporting the delivery of sustained compliance.
- Experience of developing and delivering health and safety training, guidance and communications for a range of audiences.
- Strong organisational, planning and workload management skills, with the ability to manage competing priorities, work independently and collaborate effectively with others.
- Strong written and verbal communication skills, with the ability to communicate clearly and influence effectively at all levels of the organisation.

### **Desirable**

- Experience of display screen equipment, manual handling or workplace ergonomic assessment.
- Experience in Lean six sigma or other continuous improvement techniques
- Knowledge of radiation safety requirements relevant to a research environment.