Health & Safety Manager

Candidate information pack
October 2023
As Domestic Bursar for St John’s College I am responsible for the day to day running of the college estate. Our primary purpose is education, and my department oversees the provision of everything that’s needed to create the best possible environment for teaching, learning and research – from catering to security, IT to maintenance, and gardening to the construction of new student accommodation.

I’m looking for someone who thrives on variety, can interact with a really wide range of people, and will relish the challenge of updating our approach to the management of health, safety and wellbeing.

This is a part time role, and I particularly welcome applications from people who have other responsibilities, such as caring for family.

Best wishes,

Alison Cox

Domestic Bursar
An overview of St John’s College, Cambridge

An inspiring place in which to work

For over 500 years, St John’s College has flourished as an independent and self-determining academic community, whose purposes are education, religion, learning and research, and which approaches its mission with an unwavering commitment to intellectual freedom and integrity. We are committed to sustaining and enhancing the College’s global renown for scholarship across a wide range of disciplines, and we aspire to be regarded as a beacon of academic excellence. St John’s is one of the largest and most widely known of the 31 constituent colleges in the University of Cambridge, which is consistently ranked amongst the top five universities in the world.

This is a friendly, warm, and welcoming place. The College is held in deep affection by its members, who include around 155 Fellows, about 550 undergraduate and 300+ postgraduate students, some 13,000 alumni worldwide, and by our 250 staff. Our community is inclusive, caring and respectful and we cherish the diversity of experience, culture, and perspective in members of the College, and the way this enriches our learning and our lives. We seek to balance how we fulfil our purposes today with our stewardship responsibilities for future generations in the College, and for the wellbeing of our planet.
The Domestic Bursar’s Department

*The Domestic Bursar also oversees the following departments:
Catering; Accommodation; Housekeeping; Maintenance; Porters; Gardens, Grounds & Boathouse; Capital Projects; IT
Job Description

Job Purpose

To provide competent and up to date Health & Safety support to all areas of the College’s operations.

Principal Responsibilities

Competent Support

- Work with departments across all areas of College operations to provide expertise on Health & Safety legislation
- Key risk areas for the College are construction health & safety, food safety and fire safety. Advise on best practice in these areas in particular
- Manage and keep up to date the college’s H&S policy, procedures and guidance
- Working with the Head Porter, investigate accidents and near misses to establish root cause and propose measures to address the root causes identified
- Propose and implement measures to monitor staff wellbeing and health

Key H&S risks and controls

- Assist Heads of Department to maintain up to date risk registers and implement appropriate management/mitigation measures
- Identify key risk areas for discussion with H&S leadership within the college
- Work with the Assurance Manager to identify appropriate audit and assurance activity for H&S, and carry out audits accordingly

Performance reporting and analysis

- Propose and then track appropriate performance indicators to allow College Officers and Council to make decisions regarding H&S arrangements
- Produce regular reports for review by College Officers, the H&S Committee and College Council
• Carry out trend analysis and make suggestions for continuous improvement

**Engagement and Consultation**

• With the Head Porter and Domestic Bursar, develop appropriate forums for staff consultation and engagement around H&S
• Establish a positive and open H&S culture

The list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Domestic Bursar and it is anticipated that the role will evolve over time once work to implement new systems is complete.
**Person Specification**

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

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<th>Qualifications, Knowledge and Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td>• Excellent current working knowledge of primary Health &amp; Safety legislation</td>
<td>• NEBOSH Level 3 Certificate highly desirable</td>
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<td>• Excellent current working knowledge of secondary H&amp;S legislation and best practice in the areas of construction, food safety and fire safety</td>
<td>• Member IOSH</td>
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<td>• Health &amp; Safety qualification (or working towards)</td>
<td>• Experience of root cause analysis and the ability to undertake investigations to establish root cause</td>
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<td>• Previous experience in a role with accountability for H&amp;S performance</td>
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<td>• Educated to degree level or with equivalent experience</td>
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<td>• Strong IT literacy and willingness to work using collaborative systems</td>
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<th>Skills, Abilities and Competencies:</th>
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<td>• Able to work proactively and independently</td>
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<td>• Able to establish and maintain good working relationships with a wide range of colleagues whilst carrying out audits and investigations when necessary.</td>
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<td>• Good communication skills, both written and verbal: able to prepare and present clear and concise reports.</td>
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<td>• Strong attention to detail and conscientiousness</td>
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Terms and Conditions

Length of post: Permanent
Salary: The salary for the post will be between £40,331-45,393 pro-rata (£20,026 - £22,540 p.a. for 18 hours per week) depending on experience
Hours of work: 18 hours per week
Location: The role is based St John’s College in Cambridge

Contractual benefits include:

- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days inclusive of bank holidays (pro-rata for those working part-time).

Other benefits include:

- Free lunch in the College’s Buttery Dining Room (subject to a monetary limit) for staff when they work a shift of not less than four hours
- Access to a private healthcare scheme currently provided by BUPA
- Access to a ‘cash plan’ healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover

The appointment will be subject to an initial probationary period of nine months during which the appointment may be terminated by one month’s notice on either side. Following the successful completion of the probationary period, the period of notice is three months on either side.
Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk
or by post to: HR Department, St John’s College, Cambridge, CB2 1TP

to arrive no later than **12 noon on 13 November 2023**. Interviews are expected to take place during **w/c 20 or 27 November 2023**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.