



University Hospitals Birmingham
NHS Foundation Trust

Join us at UHB



Building healthier lives

Welcome from our CEO

Professor David Rosser



Dear Candidate,

Thank you for your interest in working with us here at University Hospitals Birmingham NHS Foundation Trust (UHB).

Please take some time to read through this application pack to gain a better understanding of our Trust in general, this role in particular, and why UHB is a great place to work.

UHB is one of the largest teaching hospital trusts in England, serving a local, regional, national, and international population. We employ around 22,000 colleagues and are committed to investing in your training, development, health and wellbeing and future career with us.

We see and treat more than 2.2 million patients every year across our four hospital sites - Good Hope, Heartlands, Queen Elizabeth Hospital Birmingham and Solihull Hospital - and through our community services and clinics. We are centres of excellence in many clinical specialties.

But it's not just our patients we invest in at UHB; we also invest in our staff. In fact, we believe we are defined by our people, not the state-of-the-art equipment or facilities we work out of. We have high standards and we want to build healthier lives for patients and our teams, wanting you to enjoy your job, and flourish in it.

To reinforce this commitment, we recently refreshed our values after hearing from over 1,400 colleagues about what made them proud to work at UHB

We will be:

Kind: the kindness that people show to each other every day

Connected: the connections we build with everyone around us

Bold: the ability to be bold in how we think, speak and act

We hope you find this pack useful and look forward to receiving an application from you for this role within our Trust.

Yours sincerely,

A stylized, handwritten signature in black ink, appearing to read 'David Rosser'.

Professor David Rosser,
Chief Executive Officer

JOB DESCRIPTION

Job Title	Health & Safety Advisor
Pay Band	Band 6
Department	Corporate Affairs
Division	Corporate
Reports to	Head of Health & Safety
Professionally Responsible to	Head of Health & Safety

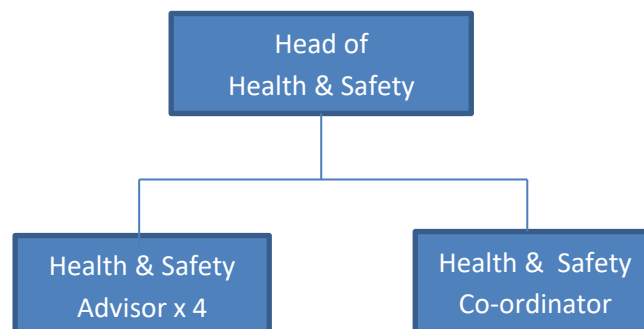
JOB SUMMARY

Reporting to the Head of Health and Safety this is a varied and challenging role in a diverse healthcare setting.

Working across all hospital sites, the Health and Safety Advisor will be an integral member of the Trust Health and Safety Team and focussed on providing competent health and safety advice, guidance and support to staff at all levels of the organisation, and promoting a positive health and safety culture.

The post holder is expected to have sound knowledge of Health and safety legislation and best practice guidance, and experience of undertaking health and safety audits and inspections, investigating incidents, accidents and near misses, undertaking risk assessment and delivering health and safety training.

TEAM/DEPARTMENT STRUCTURE CHART



KEY SKILLS

- Excellent written and verbal communication skills
- Ability to work under pressure and to meet deadlines
- Ability to adopt flexible working practices
- Ability to work on own initiative and as part of a team
- Strong analysis, interpretation and judgement skills
- Effective interpersonal and influencing skills
- Able to extract and use information from a variety of sources and formats
- Computer skills including working knowledge of spreadsheets, power point, databases and word processing programmes.

KEY RESPONSIBILITIES

- Perform audits, inspections and risk assessments for defined areas of health and safety and assist/facilitate operational colleagues in the implementation and management of the same.
- Provide departmental managers with appropriate advice in relation to risks identified as a result of health and safety inspections and monitor the implementation of actions plans.
- Work closely with various departments to support the development and review of risk assessments to ensure they are suitable and sufficient and meet the Trust standard.
- With colleagues, drive a positive and consistent health & safety culture throughout the Trust
- Prepare health & safety reports.
- Provide information analysis on health & safety issues and report/communicate to relevant staff groups. Where necessary adapt communications skills and style to enable effective engagement.
- Ensure that the Head of Health and Safety is informed of any risks associated with failure to implement agreed actions.
- Contribute to the development of systems to capture and retrieve audit and inspection information to enable effective reporting and monitoring of key issues and recommendations
- Contribute to the development and management of health & safety risk tracking mechanisms and the tracking of incidents and improvement programmes
- Contribute to the effective use of Datix (health & safety database) including the management of risk registers and risk assessments.
- Conduct analysis of health and safety incident data to identify trends and lessons that can be learned as a result of incidents being reported.
- Undertake investigation of health and safety related incidents in accordance with relevant Trust policies (as updated from time to time)
- Contribute to the strategic planning of projects, leading on projects as determined by the senior health & safety management team
- Contribute to performance improvement, taking a lead for identified areas as determined by the senior health & safety management team.
- Communicate through presentations and reports with all levels of staff groups and individuals on performance of health & safety within the Trust
- Negotiate with individuals and groups to change behaviour/practice in order to ensure compliance with health & safety legislation, Trust standards and best practice
- Attend local health and safety meetings as required and provide the meeting with relevant health and safety information and advice.
- Analyse complex and occasionally sensitive information relating to health & safety and where required, provide this information in a format that can be easily understood by others
- Provide information relating to health & safety for Trust wide dissemination, e.g. newsletter articles, website materials, leaflets etc.
- Support the provision of quarterly and annual reports on incident trends which may be distributed to Divisions and senior managers where appropriate, working with the Divisions and other departments to ensure all health and safety risks are identified and actioned appropriately.
- When required, provide information to the legal department or wider Corporate Affairs department to assist with litigation enquiries and/or external regulatory monitoring including CQC.
- Provide Health and safety support for accreditation/assessment programmes, e.g. CQC
- Provide ad hoc telephone advice to trust managers on health & safety matters.
- Provide appropriate cover for team colleagues

BUDGETARY AND RESOURCE MANAGEMENT
<ul style="list-style-type: none"> • None
MANAGEMENT , SUPERVISORY, TEACHING, TRAINING RESPONSIBILITIES
<ul style="list-style-type: none"> • In conjunction with other team members assist in the development and delivery of a comprehensive programme of health and safety related training for Trust staff. • Maintain accurate records of training sessions and provide appropriate information for relevant managers • Take the lead for the development and delivery of safety campaigns to raise awareness about health and safety initiatives and policies • Co-ordinate the network of health and safety 'nominated managers' across the Trust. • Prepare and facilitate link worker information workshops.
RESEARCH AND DEVELOPMENT
<ul style="list-style-type: none"> • Conduct analysis of health and safety incident data to identify trends and lessons that can be learned as a result of incidents being reported. • Analyse complex and occasionally sensitive information relating to health & safety and where required, provide this information in a format that can be easily understood by others. • Support the development and review of health & safety policies, procedures and safe systems of work
EFFORT
<ul style="list-style-type: none"> • Ability to work as part of a wider team and understand the needs of other departments • Ability to prioritise and work to deadlines • Committed enthusiastic approach, with a willingness to learn and improve
TRUST VISION & VALUES
<p>DO NOT AMEND THIS SECTION</p> <p>The Trust is clear on its vision and values and aims to make sure that they are reflected in all areas of activity. Our vision is simple; building healthier lives. Our values apply to every member of staff and help us in all we do and how we do it. They are:</p> <p>Kind: The kindness that people show to each other every day Connected: The connections we build with everyone around us Bold: The ability to be bold in how we think, speak and act</p>
ADDITIONAL INFORMATION
<p>This job description is designed to assist post holders with understanding what is expected of them in their role. University Hospitals Birmingham NHS Foundation Trust may ask them to undertake other duties, as required, which are not necessarily specified on the job description but which are commensurate with the grade of the post.</p> <p>The job description itself may be amended from time to time in consultation with the post holder, within the scope and general level of responsibility attached to the post.</p> <p>All post holders must take responsibility to ensure that they are aware of and adhere to all Trust policies, procedures and guidelines relating to their employment regardless of their position within the Trust.</p>

Last Updated: June 2022

PERSON SPECIFICATION

JOB TITLE: Band 6 Health & Safety Advisor	
TRAINING, QUALIFICATIONS AND PROFESSIONAL REGISTRATIONS	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Qualified to Degree level in a relevant subject or equivalent experience working within the profession. • NEBOSH National Certificate (Level 3) or equivalent/ NVQ 4 in relevant subject or equivalent 	<ul style="list-style-type: none"> • NEBOSH Health and Safety (level 6) Diploma or equivalent.
EXPERIENCE & KNOWLEDGE	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Significant experience of providing health & safety support within a complex organisation, minimum of 12 months. • Experience of undertaking risk assessment • Experience of performing audit and inspection • Experience of delivering promotional campaigns to raise awareness and engage staff • Experience of developing and delivering training • Experience of implementing health and safety measures • Knowledge of current health and safety legislation • Working knowledge of health & safety databases and operational processes. • Working knowledge of Microsoft packages 	<ul style="list-style-type: none"> • Experience of working in the health care sector • Experience of developing/reviewing policies and procedures that impact across a service. • Knowledge of the relationships between clinical and non-clinical services provided by the NHS and national/regional drivers for change within the NHS.
SKILLS & ABILITY	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work under pressure and to meet deadlines • Ability to adopt flexible working practices • Ability to work on own initiative and as part of a team • Strong analysis, interpretation skills and judgement • Effective interpersonal and influencing skills • Able to extract and use information from a variety of sources and formats • Computer skills including working knowledge of spreadsheets, databases and word processing programmes. 	



OTHER SPECIFIC REQUIREMENT	
ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Ability to work as part of a wider team and understand the needs of other departments • Ability to prioritise and work to deadlines • Committed enthusiastic approach, with a willingness to learn and improve • Strong solution focused approach to problem solving. • Be able to travel between sites as and when required to meet operational requirements and to attend meetings requiring the input of the Health & Safety team. 	<ul style="list-style-type: none"> • Flexibility to meet the demands of the service