

Job Description

Job Title	Health and Safety Advisor
Department	Health & Safety Advisory Services
HR Ref No.	RA3886-26
Role Code	HSA
Grade	OS7
Base location	University of Chester – Exton Park
Reports to	Head of Health and Safety
Direct reports	None
Date created	06.08.2026

Job purpose

The Health and Safety Advisor provides expert, proactive and solution-focused health, safety and fire safety risk management advice across the University.

Reporting to the Head of Health and Safety, the postholder supports the implementation, monitoring and continuous improvement of the University's Health and Safety Management System. The role combines professional advisory capability with practical fire risk management expertise and a strong focus on coaching, engagement and enabling managers to fulfil their health and safety responsibilities effectively.

The Advisor works across a diverse and complex risk environment including academic schools, laboratories, workshops, student residences, events, fieldwork (UK and overseas), construction projects and office-based activities which will involve travel between sites. They will actively engage with employees, students, contractors and others to promote a positive, compliant environment.

The role requires high degrees of self-management, a visible and improvement-driven professional who actively seeks opportunities to strengthen compliance, embed positive safety culture and enhance risk control arrangements. A strong understanding of Higher Education related hazards, risks and regulation are essential for assessing risks and supporting responsible managers to develop and implement effective controls.

Key duties and responsibilities

The role of the Health and Safety Advisor is varied, engaging and influencing all areas of the university teaching, locations, activities and developments. While, it is not practical to document all activities and responsibilities, the following sections provide a broad overview of significant work tasks and responsibilities.

A. Professional Health & Safety Advisory

- Provide competent advice to managers and staff on compliance with UK health and safety legislation including the Health and Safety at Work etc. Act 1974 and associated regulations.
- Interpret legal and regulatory requirements and translate them into practical, proportionate guidance.
- Support development, review and implementation of University health and safety policies and procedures.

- d) Provide risk-based advice tailored to academic, research and operational environments.

B. Fire Risk Assessment & Fire Safety Management

- a) Conduct and/or review fire risk assessments in accordance with the Regulatory Reform (Fire Safety) Order 2005.
- b) Develop/review prioritised action plans and monitor completion of remedial actions.
- c) Advise on fire detection, alarm systems, emergency lighting, evacuation procedures and fire compartmentation issues.
- d) Support development and testing of emergency evacuation procedures including Personal Emergency Evacuation Plans (PEEPs).
- e) Liaise with Estates, contractors and external enforcing authorities as required.
- f) Support fire safety inspections across academic buildings, laboratories, workshops, residences and public spaces.

C. Proactive Engagement & Management Coaching

- a) Actively engage with Heads of School, Professional Service leads and operational managers to support them in discharging their health and safety responsibilities.
- b) Provide coaching and structured support to help managers develop risk management competence and confidence.
- c) Deliver targeted training/workshops and briefings to build management and employee capability.
- d) Promote visible leadership and positive safety behaviours.
- e) Support managers in embedding health and safety into planning, project management and operational decision-making.

D. Risk Assessment & Risk Control Support

- a) Support departments in developing/reviewing suitable and sufficient risk assessments across a wide range of hazards including:
 - Laboratory chemical and biological risks
 - Engineering and workshop hazards
 - Fieldwork and overseas travel
 - Manual handling and DSE
 - Lone working
 - Works equipment
 - Events and public engagement activities
 - High-risk research projects
- b) Provide proportionate advice to ensure effective control measures are identified and implemented.
- c) Review high-risk assessments and provide feedback to improve quality and consistency.

E. Incident Investigation & Organisational Learning

- a) Lead or support investigations into accidents, incidents and near misses.
- b) Apply root cause analysis techniques to identify underlying system failures.
- c) Prepare investigation reports with clear, actionable recommendations.
- d) Monitor implementation of corrective and preventative actions.
- e) Identify trends and systemic issues to inform preventative strategies.

F. Audit, Inspection & Compliance Monitoring

- a) Plan and conduct health, safety and fire safety audits and inspections across academic and support departments.
- b) Assess departmental compliance with University standards and statutory requirements.
- c) Produce clear audit reports and prioritised action plans.
- d) Monitor and drive closure of audit findings.
- e) Support preparation for external inspections (e.g., HSE, Fire and Rescue Service, insurers).

G. Contractor & Construction Safety Oversight

- a) Provide health and safety advice relating to contractor management processes.
- b) Support compliance with CDM Regulations 2015 where applicable.
- c) Review contractor RAMS (Risk Assessments and Method Statements) as part of the compliance assurance process.
- d) Liaise with Estates teams/contract managers to ensure safe project planning and delivery.

H. Data, Reporting & Governance

- a) Contribute to preparation of KPI reports and performance data for senior management and governance committees.
- b) Analyse incident and compliance trends to identify emerging risks.
- c) Support preparation of annual health and safety reports.
- d) Provide professional input into committee reports and strategic papers.

I. Continuous Improvement & Systems Development

- a) Actively identify opportunities to improve the University Health & Safety Management System.
- b) Contribute to development of digital tools and reporting systems.
- c) Benchmark practices against sector best practice within UK Higher Education.
- d) Support implementation of new safety initiatives and campaigns.
- e) Maintain professional competence through CPD and sector engagement.

Scope of Risk Environment Supported

The postholder will operate across a complex and varied university risk landscape including:

- Teaching and research laboratories (chemical, biological, radiological hazards)
- Engineering workshops and technical spaces
- High-value research facilities and specialist equipment
- Fieldwork (remote, international and higher-risk environments)
- Construction and refurbishment projects
- Student accommodation and residential settings
- Public events and conferences
- Office-based work
- Fire safety and emergency preparedness
- Contractor and supplier activities

This will require travel to sites across Chester, Warrington and Birkenhead

- In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

General duties

- To uphold and comply with all University's policies and procedures, including those relating to:
 - Equality, diversity and inclusion
 - Health and safety
 - Data protection and IT security
 - Safeguarding
 - Sustainability
- To support the creation of a culture that is highly performance focused and built on a foundation of fairness, diversity, belonging and inclusivity.

Person Specification

Job Title	Health and Safety Advisor	Role Code	HSA
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The person specification details the qualifications, skills, experience or other attributes needed to perform the job.

Essential criteria are those, without which, a candidate would not be able to do the job. Applicants who do not clearly demonstrate in their application that they possess the essential criteria will normally be rejected at the shortlisting stage.

Desirable criteria are those that would be useful for the candidate to possess and will be considered when more than one applicant meets the essential requirements.

Methods of assessment:

A = Application Form, **I** = Interview/Assessment Tests, **P** = Pre-Employment Checks

	Essential (E) or Desirable (D)	Assessed via
QUALIFICATIONS		
NEBOSH General Certificate (or equivalent Level Four Diploma)	E	A/P
NEBOSH Fire Safety and/or Construction qualification or equivalent	D	A/P
Chartered Membership of IOSH (or working towards Chartered status)	D	A/P
Clean UK car licence holder	E	A/P
KNOWLEDGE AND EXPERIENCE		
Demonstrable experience in a health and safety advisory role within a complex organisation	E	A/I
Experience conducting fire risk assessments	D	A/I
Strong knowledge of UK health and safety and fire safety regulation	E	A/I
Experience conducting audits, inspections and investigations	E	A/I
Experience of working within Higher Education or public sector environments	D	A/I
Experience supporting laboratory or research-intensive environments	D	A/I
SKILLS AND PERSONAL ATTRIBUTES		
Excellent communication and influencing skills including the ability to challenge constructively and influence senior stakeholders	E	A/I
Ability to work with integrity and credibility, autonomously, whilst maintaining confidentiality and managing competing priorities	E	A/I
Strong analytical and report-writing skills	E	A/I
High levels of personal organisation and self-management	E	A/I
Computer literate and proficient in Microsoft Office applications	E	A/I

**UNIVERSITY OF CHESTER
TERMS & CONDITIONS OF EMPLOYMENT**

**HEALTH AND SAFETY ADVISORY SERVICE
HEALTH AND SAFETY ADVISER**

SALARY SCALE

University Scale OS7, points 23-26, £32,080 – 34,610 per annum payable monthly in arrears.

HOURS OF WORK – 36.5 HOURS PER WEEK

Monday to Thursday	9.00am - 5.30pm
Friday	9.00am - 4.30pm (less one hour lunch break each day)

A flexible approach to work will be required as there may be occasions when it would be necessary for you to work additional hours as dictated by the workload.

HOLIDAY ENTITLEMENT

In addition to statutory Bank/Public Holidays and Christmas Closure days, staff are entitled to 22 days annual leave per annum (in the annual leave year in which employment commences annual leave entitlement will accrue on a pro-rata basis), rising to 27 days after five years' continuous service.

MEDICAL EXAMINATION

Successful candidates will be required to complete an Occupational Health questionnaire, and may be required to undergo a medical examination.

ESSENTIAL CERTIFICATES

Short-listed candidates will be asked to bring to interview, proof of qualifications as outlined on the Job Description and Person Specification provided. Upon appointment, copies of essential certificates will be required by Human Resources.

PENSION SCHEME

The University operates two pension schemes for support staff:

- The default scheme is the Higher Education Defined Contribution Scheme (HEDCS), which is administered by AVIVA.
- The Cheshire Local Government Pension Scheme, to which the University is an admitted body.

All support staff are entitled to participate in one of these schemes. Some staff will be automatically enrolled into a scheme, depending on their age and earnings, but if they do not wish to remain a member of the scheme, they will be entitled to opt out after enrolment.

EQUAL OPPORTUNITIES

The University has a policy of equal opportunity aimed at treating all applicants for employment fairly.

SMOKING POLICY

The University operates a No-Smoking policy.

PROBATIONARY PERIOD

A nine months' probationary period applies to all University posts.

