

JOB DESCRIPTION

Job Title:	Health and Safety Advisor
School/Department:	Security, Safety and Community Office
Employment Type:	Contract
Location:	University of Nottingham, Semenyih
Reporting to:	Head of Security, Safety and Community
Job Summary:	This role drives the implementation of a proactive safety framework by identifying workplace hazards and risks and supporting the development of practical and effective preventive measures for all workplace operations and activities. It also ensures alignment with established standards by coordinating the execution of safety policies and procedures, organising regular training for relevant staff, and assisting in scheduled audits to support continuous improvement across the institution's safety practices.

Generic role and responsibilities

1.	Provide expert and technical guidance on occupational safety and health matters, ensuring compliance with applicable legislation, regulations, and university standards, reducing the risk of non-compliance and enforcement action
2.	Lead on the administration of Permit-to-Work (PTW) processes by coordinating documentation, assisting in risk assessments, and ensuring high-risk work activities are properly authorised and monitored and marked as completed throughout their execution preventing unsafe practices and reducing incident likelihood.
3.	Manage the contractor safety by reviewing submitted documentation, supporting prework evaluations and verification of site readiness align with university safety standards/requirements and perform work without introducing additional hazards.
4.	Drive safety walkabouts, inspections, and audits, findings are well-documented, timely issuance of Notices of Improvement (NOIs), and effective follow-up, and corrective actions are completed, strengthening overall campus safety performance.
5.	Provide technical support and contribute to the preparation of evidence-based reports and updates, including monitoring the action plans with informed-decision and ensuring alignment with safety regulations and University values.

6.	Well-kept & updated the renewal of statutory certifications for machinery and lifts via systems i.e.MYKKP. Coordinate with inspection bodies and assist in verifying the timely submission of JKKP forms. These activities will ensure continuous operational compliance, minimising downtime, enforcement penalties, or service disruptions.
7.	Act as advisor to campus event compliance by supervising organisers and vendors in assessing safety, hygiene, and licensing needs. This includes oversee food safety and temporary structure inspections, and liaise with authorities (e.g., BOMBA, local councils) to secure mandatory approvals. This is to ensure all events operate safely, secure relevant authority approvals, and protect the University's reputation and duty of care.
8.	Drive campus-wide safety initiatives by monitoring compliance with established policies and coordinating programs to enhance awareness, engagement, embed consistent safety behaviours, and improve the institution's safety culture over time.
9.	Plan and execute the emergency drills (e.g., fire drills), ensuring coordination with relevant stakeholders and supporting participant engagement and post drill evaluations, and identify gaps, where applicable.
10.	Manage the safety records, ensuring files are up to date, well organised, and stored in compliance with documentation and audit requirements.
11.	Prepare and provide regular safety reports and updates for senior management, ensuring accurate documentation of safety performance, identifying key issues, and providing recommendations for improvement to support informed decision-making.
12.	Manage intranet communications for health and safety, delivering updates and announcements in a timely and accessible manner to all staff.
13.	Provide day to day administrative assistance to the Health and Safety Department, enable the smooth execution of daily operations and contribute to the delivery of departmental goals and strategic initiatives.

Job Requirements:

Specification	Essential	Desirable
Qualifications and Experience	- Bachelor's degree in Occupational Safety & Health, Environmental Science or a related field. - Minimum 7-year experience in any work environment related to health and safety. - Proven track record of in leading safety teams, managing safety systems, driving culture change, liaising with senior management and regulatory bodies.	- Preferably a recognised qualification in safety & health e.g NEBOSH, IOSH, or equivalent professional certification. - Experience in education industry is an added advantage.

Knowledge and Skills	• Knowledgeable in health and safety regulations, contractor management, MYKKP, and safety documentation, with strong organisational and time-management skills. • Demonstrates exceptional written and verbal communication abilities, with proficiency in Microsoft Office applications including Word, Excel, and PowerPoint. • Strong understanding of regulatory requirements related to health and safety, ensuring compliance and safety standards are met. • Ability to facilitate meetings and document key outcomes, manage and evaluate safety inspections and audits, and implement corrective and improvement notices in line with compliance standards. • Skilled in preparing clear, concise, and actionable reports for management to support decision-making. • Strong stakeholder management skills, with experience engaging internal teams, contractors, and regulatory authorities. • Proven experience managing in-house and contractor safety operations, overseeing compliance activities, and administering safety permit processes.	
Character/ Attributes	• High integrity and accountability, leading by example to foster a strong safety culture. • Proactive and safety-minded, with keen attention to detail and a preventive approach to risk management. • Strong leadership and interpersonal skills, able to	

	influence and collaborate internal and external stakeholders. • Flexible and adaptable, able to prioritise and manage multiple tasks in a dynamic environment.	
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