



**Birmingham
Newman
University**

Health & Safety Manager

(Post Reference: NU6426)

Salary Scale: £44,745 - £50,253 per annum (pay award pending)

Vice-Chancellor

Professor Jackie Dunne



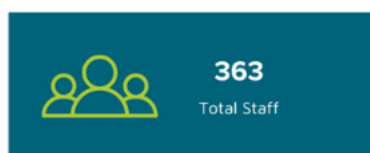
Birmingham Newman University is located on Genners Lane, Bartley Green, Birmingham, West Midlands, B32 3NT.

Birmingham Newman University

At Birmingham Newman University, we believe in the power of education to transform lives and in the potential of every individual. Our vision is to provide an inclusive and supportive environment where people are recognised, encouraged, and empowered to make a meaningful difference in their communities, industries, and the wider world.

Students, staff, and partners are more than just a number – they are recognised, encouraged, and empowered to create meaningful change. We believe that education is transformative, enabling students to see the world in new ways and to make a positive difference within it.

Building upon our Catholic heritage since 1968, Birmingham Newman has grown into a modern, inclusive university that welcomes people from all backgrounds and world views. Our values remain central to everything we do, serving as a foundation for a vibrant, diverse, and forward-looking academic community. We are proud of this heritage and continue to champion fairness, equality, and opportunity in everything we do.



We take pride in our diverse, friendly, and inclusive environment, where every student is valued, supported, and encouraged to achieve their goals. We put student success and wellbeing at the centre of everything we do, made possible by the expertise and professionalism of our dedicated staff community. Our future is shaped by a clear vision and a set of goals that reflect both our mission and our ambition, to be the leading university in inclusive education for the graduate workforce of tomorrow. At the heart of this is our commitment to a values-driven, high-quality university education.

Our focus on partnership with students and staff underpins everything we do, and this is reflected in national recognition of the quality of our student experience. We have recently been named The Times and Sunday Times University of the Year for Social Inclusion (2026), ranked 1st in England for Student Satisfaction in the Complete University Guide (2025), and named West Midlands University of the Year by WhatUni (2025). In the National Student Survey (2025) we also placed in the top ten in England for full-time student satisfaction for the second consecutive year.

We are proud to be among the top UK universities for widening participation, coming 6th in the HEPI Social Mobility Index (2024). Ninety-nine per cent of our students come from non-selective state schools, 72% are the first in their family to attend university, and over 45% come from Black, Asian, or minority ethnic backgrounds. This diversity is a strength of our community and central to our mission.

Over the past ten years our modern single-site campus, eight miles southwest of Birmingham city centre, has benefited from a significant programme of ongoing capital

investment. We have built teaching, learning, and social spaces that are deliberately designed to support our community of staff and students to interact and learn together. Our portfolio of taught courses has also expanded in that time, reflecting our strategic goal of growing the university in ways that meet pressing social and economic needs of our region. Our specialist

teaching spaces in Nursing and Allied Health, Teaching, Psychology, Sport, Law, and Computing support learning that produces highly-skilled practitioners from diverse backgrounds.

Birmingham Newman University is more than a place of study or work. It is a community rooted in care, respect, and ambition for our staff our students and the University as a whole; where staff and students work together making a difference not only in their own lives, but in their communities, professions, and the wider world.

Job Description

Job Title:	Health & Safety Manager
Grade:	8
Salary:	£44,745 - £50,253 per annum (pay award pending)
Hours:	37 hours per week [Full-Time 1.00FTE]
Department:	Human Resources
Reporting to:	Director of Human Resources
Responsible for:	Health, Safety and Wellbeing Administrator

Purpose of Post:

The post holder will manage the Health and Safety (H&S) function and be responsible for the University's health and safety management systems and promote safe working practices, in collaboration with HR colleagues, to deliver the objectives of the People and Culture enabling plan and operational priorities aligned to the University's Strategy.

The postholder will develop and maintain health and safety standards; provide advice and guidance regarding compliance with relevant statutory requirements, legislation and regulations, and promote best practice in accordance with sector and professional standards. Key responsibilities will also include policy development, performing health and safety audits, supporting investigations, manage risk assessments and DSE's, lead or participate in working groups for the delivery of specific health, safety and wellbeing projects. They will also be required to prepare and present Health & Safety reports, which will include statistical analysis for University committee meetings. The Health & Safety Manager will also be responsible for designing and delivering effective health and safety related training, including staff health and safety inductions.

1. Main responsibilities**In the context of UK Health and Safety legislation and best practice:**

- 1.1 Advise on all H&S matters, keeping the University and key stakeholders informed of current legislation and regulatory requirements, professional codes of practice and sector related guidance.
- 1.2 Promote and champion a strong and robust health, safety and wellbeing culture across the University, ensuring a consistent professional approach to the management and knowledge and understanding of H&S compliance.
- 1.3 Review, plan and develop the University's H&S arrangements; which includes working with key stakeholders to write and develop policies, procedures, practices and operating protocols. The postholder will also be responsible for ensuring Key Performance Indicators and standards for the H&S function are met.

- 1.4 Develop, implement and maintain comprehensive H&S management systems based on the principles of ISO 45001 to demonstrate continuous ongoing operational improvement and compliance, including business continuity and Disaster Recovery management.
- 1.5 Maintain all statutory records and documents required by law and the University, including those required for internal and external audit purposes, and take follow-up action as required in accordance with the provisions of the General Data Protection Act 2018.
- 1.6 Keep abreast of external factors which may affect the University including the interpretation of current and forthcoming Health and Safety legislation and regulatory requirements, including professional codes of practice, sector guidance, advising on its application to University policies, procedures, activities and practices.
- 1.7 Advise, monitor and support University staff, managers and Safety Representatives in the promotion of health and safety conscious practices, make recommendations for actions where appropriate, in efforts to reduce accidents and near misses.
- 1.8 Provide line management for the administrator in H&S (Health, Safety and Wellbeing Administrator)
- 1.9 Promote a safe and healthy environment for the wellbeing of staff, students and visitors and liaise with colleagues on wellbeing initiatives across the University and take a lead in respect of H&S interventions.
- 1.10 Advise and support investigations appropriately for accidents and incidents which occur and to continually improve procedures to prevent their recurrence. To report all accidents and incidents (as classified under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) to the relative authorities and senior management.
- 1.11 Responsible for the preparation and presentation of statistical records and analyses of H&S reports for management review and the deployment of accident/risk prevention measures.
- 1.12 Establish and maintain a system of safety inspections/audits in conjunction with responsible managers for buildings, equipment, practices and personnel to ensure compliance with the Health and Safety at Work Act 1974 and any other relevant legislation, statutory instruments and codes of practice which are applicable. Make recommendations for changes to practices where necessary.
- 1.13 Liaise with managers and advise as appropriate in monitoring the activities of contractors working on behalf of the University, to ensure compliance with statutory regulations, Codes of Practice and safe working procedures.
- 1.14 To conduct Risk Assessments across the University as required in the development, review and maintenance of a University H&S Risk Management Register; advising and supporting managers in undertaking the risk assessment process in their areas of responsibility.

- 1.15 To be responsible for the co-ordination of trained First Aiders and Mental Health First Aiders on campus
- 1.16 To work with HR colleagues and managers in relation to interventions such as H&S related health, stress and disability assessments to promote a safe and healthy working environment.
- 1.17 To participate in the identification of training needs within the University related to H&S at work and participate in the evaluation and monitoring of training and developmental activities in liaison with colleagues, ensuring that appropriate records are maintained.
- 1.18 To design, organise and deliver H&S training including staff H&S inductions to meet identified training needs as required in liaison with colleagues.
- 1.19 To be an active member of the University H&S Committee and represent the H&S function in providing reports to include information, statistics, advice and guidance on all matters related to Health & Safety; including information and reports to the University Leadership Team and Council where appropriate.
- 1.20 In conjunction with the Director of Human Resources monitor and maintain the Health and Safety budget
- 1.21 To liaise with the University Fire Officer to support the continual monitoring and review of University fire policies and procedures.
- 1.22 As a line manager the post holder has a responsibility to ensure that policies and procedures are followed and that staff receive appropriate induction, training and support, that absence is managed and recorded and that their direct report(s) receive an annual appraisal.
- 1.25 To carry out any other duties commensurate with the grade of the post as may reasonably be directed by the Director of Human Resources.
 - In accordance with the University's Information Security Policy, the post holder will be dealing with 'restricted information' and 'highly restricted information' as part of their duties and subject to the University's General Data Protection Act and related policies, procedures and practices.

2. Health & Safety:

- Under the Health & Safety at Work Act 1974 the post holder must take reasonable care of their own health and safety and that of any other person who may be affected by their acts or omissions. The post holder must also co-operate with the University on all matters concerning health and safety and not interfere with, or misuse, anything provided for the purpose of health, safety or welfare. The post holder must follow Health & Safety requirements in line with their training and instruction, and report to management any unsafe acts or conditions, defects in equipment or facilities that have the potential to

affect health and safety. The post holder must report to management any injuries they receive whilst at work.

- Where post holders line manage staff and services they will be responsible for the health, safety and welfare of those staff and services in accordance with the University's Health & Safety Organisational Arrangements.

3. General Terms

- Variation to Job Description

This job description summarises the main duties and accountabilities of the post and is not exclusive. The post holder may be required to undertake other duties of a similar level of responsibility. It is anticipated that this job description will change over time in accordance with the needs of the role and the post holder will be consulted on any proposed amendments. Therefore, University reserves the right to vary the duties and responsibilities of its employees within the general conditions of employment and related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as required to meet the changing needs of the service.

- It is a condition of employment that staff will not disclose any information obtained in the course of their duties other than to those entitled to receive it. The post holder must ensure that the confidentiality of personal data remains secure and that 'restricted information' or 'highly restricted information' to which they have access remains confidential during and after their employment at Birmingham Newman University. All staff must undergo appropriate data protection training as defined by the University's Data Protection Policy and comply with the University's Information Security Policy and IT User Policies including the General Conditions of use of Computing and Network Facilities, Bring Your Own Device Policy and Wireless Networking Policy.
- The University is committed to equality of opportunity. All staff are required to comply with current legislation, University policies and good practice guidance.
- All staff are required to act in a way that safeguards the health and wellbeing of children and vulnerable adults at all times. The post holder must be familiar with and adhere to appropriate safeguarding policies and guidance and participate in related mandatory/statutory training. Managers have a responsibility to ensure their team members understand their individual responsibilities with regard to safeguarding children and vulnerable adults.
- All staff are required to participate in the University appraisal process and should ensure they are familiar with the process, attend the mandatory training and plan time to prepare for their appraisal. Following the appraisal, staff are expected to undertake in any necessary learning and development and work towards the objectives that have been set.
- The University expects staff to attend any training designated as mandatory and to undertake learning and development activities to support their role.

- All absence from work must be reported in accordance with the University's Absence Management Policy and recorded on iTrent and staff are expected to be familiar with and follow the Policy.
- The University acknowledges its responsibility to provide a safe, smoke free environment, to its employees, service users and visitors. It is the policy of the University not to allow smoking on University premises other than in specifically designated areas.
- For all staff the place of work is Birmingham Newman University. For Professional and Support posts, please note that this role requires the role holder to work wholly or predominately on campus

4. Person Specification

Criteria	Essential	Form of Assessment (*amend as applicable)	Desirable	Form of Assessment (*amend as applicable)
Education / Qualifications	Chartered member of the Institute of Occupational Safety and Health (IOSH) or equivalent body NEBOSH (National Examining Board for Occupational Safety and Health) National General Certificate in Occupational Health and Safety or degree in relevant subject area Trained to HSE standards in a minimum of 2 areas of H&S regulations e.g.: manual handling, COSHH etc	Application/ Certificates Application/ Certificates Application/ Certificates	Trained to HSE standards in various other areas of H&S regulations e.g.: manual handling, COSHH etc	Application/ certificates and references
Relevant work experience and/or knowledge	<i>In the context of UK health and safety best practice and legislation:</i> Significant experience of advising on health and safety in an organisation with a broad risk profile. Demonstrable knowledge of current health and safety practice and legislation	Application/pr esentation/ interview/occ upational test/ reference Application/pr esentation/ interview/test and reference Application/ interview and reference	Knowledge and experience of UK Health & Safety requirements in a Higher Education or other public sector setting Skills in specialist areas such as asbestos, CDM, and or fire	Application and or reference “ ”

	Experience of writing policies and procedures, protocols, reports, standards and risk assessments. Detailed knowledge of the Health & Safety legislation e.g., H&S at Work Act 1974, Working Time regulations Sound knowledge and understanding of working with contractors, RAMS, asbestos, CDM and fire regulations	Application/ interview/test and reference Application/ interview/test and reference		
Relevant and/or Specific skills required	Demonstrable ability to design and deliver effective H&S and related training Demonstrable ability to undertake effective H&S risk assessments, investigations and audits Demonstrable ability to interpret and convey legislative requirements accurately to managers, staff and members of the public Evidence of influencing policy, procedure and best practice	Application/ presentation/ interview and reference Application/ interview/test and reference Interview/test / presentation Interview and reference	The knowledge and ability to use testing equipment i.e., noise meters, hygrometers, air samplers	“ ”

Personal qualities and attributes	Demonstrable ability to communicate effectively and appropriately both verbally and in writing with groups and individuals throughout the organisation and its stakeholders Excellent interpersonal skills with good networking abilities Demonstrable organisational skills with effective prioritising skills Ability to establish effective working relationships with individuals and teams at all levels of the organisation Demonstrable ability to devise and implement effective systems and processes ensuring dissemination of information to all stakeholders Computer literate and digitally competent including use of MS packages, databases and digital media	Application/ interview/test and reference Interview and reference Interview/test and reference Interview/ and reference Interview and reference Application/ test		
Other	Evidence of continuous professional development and	Application/ interview and reference		

	willingness to continue Flexible approach to work and ability to work outside of normal working hours to meet urgent/ emergency conditions	Interview and reference		
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General Terms & Conditions of Employment

This post is a full time appointment, offered on a permanent basis. It will be remunerated on the single pay spine, at Grade 8 £44,745 – £50,253 per annum. The appointment is subject to meeting all pre-employment clearances and requirements of the Person Specification.

All new employees undergo a period of probation in accordance with the University Probationary Scheme and confirmation of employment is dependent on the satisfactory completion of that probationary period.

The standard hours of work are based on 37 hours per week for Professional and Support Staff. Your line manager will discuss with you the required working hours. The University holiday year runs from January to December for Professional and Support Staff. The post carries an entitlement to 35 working days (for a full-time position, otherwise pro rata) of paid leave during the course of the holiday year (pro rata if the appointment is made during the holiday year), in addition to Statutory Bank Holidays. There may also be discretionary days and days when the University is closed on particular dates in the interests of efficiency.

Disclosure and Barring Service

It is a condition of employment that all relevant posts are vetted by the Disclosure & Barring Service (DBS) and if it applies to this appointment you will be required to undertake a DBS check. The University will pay the fee for this service. Any false declarations or any findings from the Disclosure could affect the suitability for employment.

Pension and Auto Enrolment

If you meet the criteria set out below and are not already an active member of any of our pension schemes, the University is required to auto-enroll you into a suitable pension scheme.

The criteria for auto-enrolment is:

- Age - if you are 22 or over but no more than State Pension Age
- Earnings - a minimum of £10,000 per year
- Working in the UK

The pension schemes supported by Birmingham Newman University are:

- <https://www.teacherspensions.co.uk> - Teachers' Pension Scheme for academic staff
- <http://aviva.co.uk> - Aviva Scheme for professional and support staff
- <http://www.nestpensions.org.uk> - National Employment Savings Trust, NEST for staff not eligible to join either of the above schemes

You will be auto-enrolled into the [National Employment Savings Trust](#) (NEST) unless you are an academic and eligible to contribute to TPS, or other member of professional and support staff employed on a substantive contract of employment, in which case you will be auto-enrolled into Aviva, our defined contributory scheme. You will receive a notice from the University Payroll Department telling you that you have been auto-enrolled and advising you of your options, including the right to opt out. Once you have been auto-enrolled, you will have an option to opt-out of the pension scheme and receive a refund of your first contribution. There is a time limit of

one month in which to do this, and you will have to contact your pension scheme to make this happen; **the University is prohibited, by law, from helping you to opt-out.**

Staff Benefits

We offer a wide range of Staff Benefits including 35 days annual leave entitlement plus bank holidays (pro rata for part time posts), pension scheme, chaplaincy and spiritual care, library services, free on-site parking, discounted travel scheme, cycle to work scheme, employee assistance programme, occupational health and counselling services and staff development opportunities. Further details of the full range of staff benefits available can be found on our website: <https://www.newman.ac.uk/knowledge-base/staff-benefits/> or please contact the Human Resources Department.

Procedure for Application

Applications should preferably be submitted by e-mail (as opposed to post) on the University Application Form and should be completed in typescript wherever possible. We only accept a CV as a supplementary part of the application process. Considerable emphasis is placed in the shortlisting process on how candidates demonstrate in their application that they possess the qualifications, experience, skills and qualities which are required for the post. **Application forms should therefore refer explicitly to how you meet the essential and desirable criteria for the post you are applying for.**

The University is an Equal Opportunity Employer and we operate the Disability Confident Employer Standard which amongst other things guarantees an interview to disabled applicants who meet the essential criteria of the job specification.

Two referees should be identified who must be people who can comment authoritatively on you as a person and as an employee in relation to the level of the post and must include your current or most recent employer or their representative. You must disclose whether you are related to any employee of the University, or to any member of the Council. Canvassing for appointment disqualifies you from being selected for interview or being appointed to the post in question.

Should you be selected for interview please be aware that we are unable to reimburse interview expenses. If you have not heard from us within four weeks of the advertised closing date, please assume that you have not been shortlisted.

Closing date for applications: 4 September 2026

Interviews will take place: 22 September 2026

Job Applicant Privacy Notice

Birmingham Newman University collects and processes your personal data in order to take steps at your request prior to entering into a contract and so that it can meet its statutory and legal obligations. For further information about how Birmingham Newman University processes and protects personal data of job applicants please refer to the [Privacy Notice for Job Applicants](https://www.newman.ac.uk/privacy-notices/#blueprint) available at www.newman.ac.uk/privacy-notices/#blueprint 5