



Institute (laboratory) Health and Safety Manager

Job Description

<u>Job Title</u>	Institute Health and Safety Manager
<u>Reporting to</u>	Institute Director and Chief Scientific Officer
<u>Duration</u>	2 years initially
<u>Salary range</u>	£38,164-£48,291 (depending on experience and qualifications)
<u>Annual leave</u>	27 days per annum

CLOSING DATE FOR APPLICATIONS: 4PM Thursday 7th March 2024

The Foundation for Liver Research (FLR) is seeking an enthusiastic, flexible and committed Institute Health & Safety Manager. This is a key post supporting research in the Roger Williams Institute of Hepatology (RW-IoH), and the successful candidate will provide a high standard of management, support and expert advice in order to maintain a safe working environment for colleagues and ensure compliance with UK Health & Safety (H&S) legislation.

The RW-IoH is an independent research organisation and operates in partnership with King's College London and the person appointed will liaise closely with King's Health & Safety Services and Estates & Facilities teams to ensure the RW-IoH H&S policies are compatible. They will be an active member of the King's Health Faculties Safety Group and will also liaise with the external H&S Competent Person retained by the FLR.

Reporting to the Director and Chief Scientific Officer, the postholder will be responsible for the timely and effective delivery of their duties and will lead on H&S within the RW-IoH, liaising with team lab managers, principal investigators, and the Institute Building & Technical Facilities Manager. It is essential that the postholder has both competence and flexibility to support work across the range of laboratory-based research activities in the RW-IoH and to ensure accurate and timely dissemination of H&S information to staff and students in the RW-IoH. The postholder will monitor H&S compliance across the RW-IoH, reporting breaches to the Senior Management Team and H&S Committee as appropriate.

This position is an exciting opportunity to work across a range of disciplines. The RW-IoH offers an intellectually stimulating environment in which to work, where staff are dedicated to the advancement of knowledge and learning, in the service of society.

Foundation for Liver Research & Roger Williams Institute of Hepatology

The Foundation for Liver Research is a charity and was established in 1974 to develop and extend research into diseases of the human liver. For over 50 years the Foundation has supported ground-breaking research programmes into liver disease including much of the early pioneering work at King's College Hospital into liver transplantation and acute liver failure under the direction of the late Professor Roger Williams. Since 2016 research has taken place within the purpose-built Institute of Hepatology, recently renamed the Roger Williams Institute of Hepatology (RW-IoH,) which provides laboratory space for up to 65 research staff. Major areas of research during the past 5yrs have included viral hepatitis, hepatocellular carcinoma, liver tissue engineering, complications of cirrhosis, liver-gut axis, chronic and acute liver disease and liver immunology. The RW-IoH is involved in a number of international research programmes and scientific meetings. Further information on the Foundation and RW-IoH can be obtained at: <http://www.liver-research.org.uk>.

The RW-IoH is wholly owned by the FLR and operates as an independent research organisation in partnership with King's College London. There are also close research links with King's College Hospital and access to clinical material. Research in the RW-IoH is organised around major research projects within the common overall theme of Liver Cell Injury and Repair.

Research facilities in the RW-IoH include containment level-2 and containment level-3 laboratories, imaging facilities, histology facilities and a range of techniques with different levels of hazard.

Post Specification / Key Responsibilities

The post holder will be responsible for the following:

- Providing **expert advice** and **oversight** of H&S across the Institute to ensure **compliance** with relevant policies and statutory regulations, including biological, GMO, chemical, equipment and physical safety, with authority to suspend work that poses an imminent Health & Safety risk.
- Coordinating and further developing the RW-IoH safety management system.
- Developing internal safety inspection programmes and undertaking and coordinating safety inspections and safety audits.
- Setting own priorities and standards, based on an agreed work plan, and responding to changing priorities and needs.
- **Coordinating** with colleagues on a wide range of H&S related activities including setting H&S objectives for the RW-IoH, record-keeping, communications, reporting H&S metrics, training, events and internal safety inspections. Liaison with the External H&S Competent Person for annual audits.
- **Drafting, review and maintenance of all H&S documents** and templates in the RW-IoH including but not limited to risk assessments, COSHH forms, SOPs, policies and manuals, H&S practices and policies.
- **Forging relationships** within the RW-IoH and with colleagues externally across King's and regulatory authorities, to keep up to date with H&S information and regulations, and **Communicating** in a clear and effective way both orally and in writing, to provide information and guidance to lab managers, group leaders and Trustees of the FLR.

- Providing oversight and support to colleagues in the **accident reporting/investigation** process and completion of remedial actions.
- **Contributing to the operational objectives** of the Institute, including risk management, incident response and business continuity planning.
- **Promoting a positive H&S culture**, leading and encouraging change and innovation in H&S and its application within the Institute.
- **Demonstrating leadership and innovation** in the implementation of environmental sustainability.
- Engaging in **Continuing Professional Development** and training initiatives, developing and delivering H&S training where required and promoting opportunities to strengthen the skills and expertise of colleagues.
- **Facilitating an inclusive culture** and ethos working with academic, research and other professional services staff and colleagues, internal and external to the Institute.

Candidates will need a minimum level 6 qualification in a relevant subject, such as an undergraduate or postgraduate degree and/or appropriate professional qualifications in Health & Safety management (e.g. NEBOSH, IOSH).

Qualifications:

Essential skills:-

- Substantial experience of Health & Safety management in a higher education or research environment with specific expertise in laboratory-based biological, chemical, equipment and/or physical safety.
- Experience with containment level 3 safety requirements and engagement in HSE inspections.
- Comprehensive working knowledge of Health & Safety and environmental regulations and good practice applicable to the work area.
- A solutions-focused self-starter, with excellent planning and organisational skills
- Advanced computer skills, particularly using Microsoft Office Suite, Teams and SharePoint.
- Excellent spoken and written communication skills, with strong interpersonal and influencing/behavioural skills.
- Experience of producing and presenting reports to management committees.
- Ability to engage and encourage colleagues and external contacts to build relationships, promote a positive and proactive Health & Safety culture and champion environmentally sustainable practices. Experience of developing and delivering Health & Safety training for various levels of competency/experience.
- A commitment to an excellent student experience, staff and student wellbeing, and to equality, diversity, and inclusion. Evidence of an active commitment to professional development and career progression.

To apply: send a 1-page covering letter explaining your background and suitability for our team, together with a detailed CV describing your research experience to date and including names and contact details of two referees, one of whom is the current/most recent employer, to:

James Poynton, Chief Operating Officer, Foundation for Liver Research:

j.poynton@researchinliver.org.uk

Please name documents you send as follows:

<surname, first name, RS63, {CV} or {covering letter}>

Quote Job Ref: RS63

In the event that you are invited for interview we will contact you by email confirming the arrangements.

The Roger Williams Institute of Hepatology and the Foundation for Liver Research are committed to fostering a safe and welcoming working environment where everyone feels valued.