



CHRIST CHURCH

FURTHER PARTICULARS

Job title	Health and Safety Compliance Officer (Part time)
Location	Christ Church
Department	Stewards
Salary	University Scale Grade 6 (currently £34,982 to £40,855 FTE depending on experience. Pro rated to £17,724 to £20,699 per annum)
Hours	19 hours per week
Contract type	Permanent
Reporting to	The Steward
Application deadline	7 th June 2025
Vacancy reference	H&S 001
Additional information	<p>This is a Part time position 19 hours a week. The Salary is £17,724 to £20,699 per annum depending on experience.</p> <p>This post is subject to a six month probationary period</p>

Christ Church

Christ Church is one of the largest of the Oxford colleges and has evolved over five centuries. Its junior members, both undergraduate (over 400) and graduate students (over 200), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff (around 60). It aims at academic excellence and individual fulfilment in a friendly, tolerant and mutually supportive environment. The head of Christ Church is the Dean, while the College's academic functions are overseen by the Senior Censor. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community, with a great range of staff benefits.

Department information

To support Christ Church to continually review, develop and implement health, safety and compliance process and systems. Ensuring wider compliance and record keeping across Christ Church in respect of all appropriate legislation and regulations. Support Christ Church to have a first-class culture relating to Health and Safety Compliance.

Role of the Health and Safety Compliance Officer

The Health and Safety Compliance Officer would co-ordinate day-to-day health and safety compliance arrangements. They will also support the strategic delivery in this area.

The Health and Safety Compliance Officer must have the personal skills to be able to implement effective local health and safety arrangements. They will need to advise the accountable and responsible individuals within Christ Church if performance/compliance does not reach the standards required.

Duties of the Health and Safety Compliance Officer will vary, dependent on the function they are supporting across the organisation, these may include high risk activities along with events such as workshops or the use of equipment.

Main Duties and Responsibilities

- Support and advise on health and safety management arrangements; safe systems of work and Christ Church health and safety policies/guidelines.
- Support proactive communication with colleagues/students on health and safety, including the requirement to attend relevant/agreed health and safety training.
- Support the provision of applicable in-house training within the Christ Church.
- Lead regular internal health and safety audits and conduct reviews of management systems.
- Monitor implementation of Christ Church health and safety improvement plans and respond to internal and external audits.
- Carry out documented periodic safety inspections of specialist areas, offices, communal areas and accommodation, working with and through departmental heads.
- Assign corrective and preventative actions to relevant individuals and follow up to check on completion of remedial actions.
- Monitor and report performance to Health & Safety Sub-Committee and departmental senior managers ensuring that, where appropriate, considerations are reported on a time scale that is commensurate with the risk.
- Monitor the preparation of risk assessments by all relevant colleagues, ensuring that they are in place, and are of a suitable and sufficient standard, providing Health and Safety input as required.
- Ensure that safety signage across Christ Church is up-to-date, and defects are reported to the responsible persons.
- Convene the Health & Safety Committee.
- Advise on the development of the annual Health and Safety Improvement Plan, advising on improvements to current practice and the means to implement these recommendations.
- Maintain and update H&S Codes, policies and Standard Operating Procedures.
- Investigate accidents, incidents and near misses in Christ Church and support managers to ensure that corrective and preventative actions are taken.
- Assist in the development of an emergency plan.
- Provide assistance in the event of a safety emergency, acting as the Health and Safety competent-person.
- Liaise with staff in Christ Church to understand special risks e.g. high-risk materials, processes and equipment and the associated control measures that are in place.
- Assist in facilities projects, where relevant, providing input on safety aspects of designs.
- Conduct audits to ensure Health and Safety training is in date and identify what needs to be delivered to new colleagues.
- Other safety duties as required in response to the work carried out in Christ Church.

Person Specification

Essential

- NEBOSH General Certificate (Health & Safety).
- An understanding of current and proposed health and safety legislation.
- Significant experience of managing health and safety in a diverse workplace.
- Experience of undertaking health and safety audits and risk assessments.
- Ability to clearly and accurately communicate both orally and in writing.
- Experience of incident investigation.
- Excellent interpersonal skills, and the ability to establish and develop relationships with a wide range of colleagues.
- Ability to prepare accurate reports, including written and spreadsheets.
- A flexible approach to work, with a cooperative and collaborative attitude.
- Experience of using standard IT packages (Microsoft Office), the maintenance and use of databases and the capacity to pick up other software packages quickly.
- Ability to work independently, as part of a team, and collaboratively with others.
- Excellent organisational skills, with the ability to effectively prioritise and plan ahead, whilst maintaining a meticulous attention to detail.

Desirable

- Experience of working within the higher education setting.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and we will contact the referees you have nominated. You will also be asked to complete a health declaration so that you can tell us about any health conditions or disabilities for which you may need us to make appropriate adjustments. This post will also require an enhanced Disclosure and Barring Service (DBS) check.

Terms and conditions

Salary: University Scale Grade 6 (currently pro rated for 19 hours a week £17,724 to £20,699 per annum depending on experience).

- Working hours: 19 hours per week. The normal working week is Monday to Friday; however, flexibility may be possible. The post-holder will also need to have a flexible approach to working hours, as additional hours during weekends and evenings may be required at certain points of the year.

Employee benefits

- Christ Church employees enjoy 25 days paid holiday per calendar year pro rated for part time staff, excluding Bank Holidays.
- Generous pension scheme

- Employee Assistance Programme alongside access dedicated support both within the college and wider University for your personal and career development
- The opportunity for eligible staff to participate in tax-free bicycle hire/purchase salary sacrifice scheme
- Season ticket loans
- A range of other employee benefits and discounts also includes free entry to the Botanic Gardens and University colleges

How to Apply

To apply for this position please complete provide the documentation listed below, no later than the deadline of **noon** on **7th June 2025**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to Human Resources stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.
- Please note, applicants need to have the ongoing right to work in the UK without restrictions as visa sponsorship is not provided.

Applications should be sent to:

Human Resources, Meadows 1, Christ Church, St Aldate's Oxford OX1 1 DP or may be emailed to stewardsrecruitment@chch.ox.ac.uk

Applications will be judged only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in college staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place **week commencing 16th June 2025**.

If you need help

If you have any questions regarding the application process, please contact stewardsrecruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts have to retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.