



FURTHER PARTICULARS

Job title	Health, Safety and Compliance Officer
Location	Christ Church
Department	Stewards
Salary	University Scale Grade 6 currently £35,681 to £41,636 per annum per annum depending on experience
Hours	Full Time, 37.5 hours per week
Contract type	Permanent
Reporting to	The Steward
Application deadline	19 April 2026 (noon)
Vacancy reference	HSC001
Additional information	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. This post is subject to a five-month probationary period

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.

Summary

The Health, Safety and 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, Safety and 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, Safety and 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.

Purpose of the Role

To ensure that the organisation (College, Cathedral, School and commercial operations) meets all statutory obligations and good practice standards in health, safety, and other regulatory risk compliance areas, while fostering a positive risk management culture across the institution.

The postholder will provide expert advice, develop policies and procedures, support risk owners with implementation and conduct audits and inspections within a historic and operationally complex setting.

Job Role

The Health, Safety and Compliance Officer plays a key role in supporting a safe and legally compliant environment across one of Oxford's largest and most complex collegiate institutions, comprising an internationally renowned College, an independent School, a Cathedral, sports facilities, extensive residential and commercial properties, as well as being a significant visitor attraction welcoming large numbers of tourists each year. Other properties that are managed by external agents, on behalf of the organisation, do not fall within this role.

Christ Church also hosts and organises a wide range of events across its site and supports a range of student activities.

The role requires an experienced and proactive Health, Safety and Compliance Officer to lead and coordinate health, safety, regulatory compliance, and risk management across the institution's diverse operations. This is a highly visible and operational role requiring strong technical knowledge, excellent communication skills, and the ability to influence across academic, ecclesiastical, educational, and commercial environments.

This post holder will promote a strong risk safety management culture and ensure all health, safety and compliance systems operate effectively, working collaboratively with academic functions, professional services, support teams and external partners.

Main Duties and Responsibilities

1. Health and Safety Leadership

- Lead the development, implementation, and review of the institution's Health and Safety strategy, policy and systems
- Provide professional advice to the Governing Body, The Steward (Domestic Bursar), senior leadership and management teams across the whole organisation.
- Promote a positive culture through engagement, training, collaboration and communication.
- Monitor for, and evaluate new health, safety and fire safety legislation and advice on the impact and actions to meet legal compliance and other requirements

2. Compliance Management

Support organisational compliance with all relevant legislation including (but not limited to):

- Health and Safety
- Fire Safety
- Public safety regulations for visitor attractions and places of worship

- Food Safety
- Student Accommodation Code of Practice

3. Risk Management

- Develop and maintain risk assessment frameworks
- Support departments to produce suitable and sufficient risk assessments.
- Support managers with their investigation of incidents and near-misses, to ensure corrective actions are identified, acted on and documented.

4. Fire Safety and Emergency Planning

- Support those with specific responsibility for fire safety to fulfil the organisation's legal obligations.
- Support the development, test, and review of emergency procedures, including evacuation plans for historic buildings and accommodation.
- Support fire risk assessment owners and check required actions are taken.
- Support business continuity planning and emergency response coordination.

5. Training

- Support HR to develop and deliver health, safety and compliance training programmes for staff, clergy, academics, teachers, students and volunteers. .

6. Audit & Assurance

- Develop and implement a suitable health, safety and compliance assurance programme across the organisation
- Conduct regular inspections and audits across all sites.
- Produce reports for relevant committees (e.g., Governing Body, Chapter, Audit & Risk Committee).
- Support the maintenance of accurate compliance records and documentation systems.

7. Stakeholder & External Liaison

- Act as principal contact for the relevant enforcing authorities.
- Support insurance inspections and claims management processes.
- Liaise with Estates, School leadership, Cathedral staff, and visitor/commercial operations teams to ensure coordinated compliance.

Person Specification

Essential

- NEBOSH General Certificate (or equivalent) in Occupational Health and Safety.
- Membership of a relevant professional body (e.g. IOSH, IIRSM)
- Significant experience in a complex, multi-use organisation.
- Strong working knowledge of UK health and safety legislation and compliance requirements.
- Experience conducting audits and investigations.
- Excellent communication skills with the ability to influence senior stakeholders.
- Strong organisational and report-writing skills.
- Ability to work sensitively within a historic and ecclesiastical environment.

Desirable

- NEBOSH Diploma (or equivalent Level 6 qualification) in Occupational Health and Safety.
- Chartered Membership of IOSH (CMIOSH) or working towards.
- Experience in an educational setting (school or university).
- Experience in heritage, listed buildings, or cathedral/church settings.
- Experience in public venue or visitor attraction safety management.

Key Competencies

- Strategic thinking with strong operational delivery
- Professional credibility and integrity
- Collaborative approach across diverse communities
- Calm and decisive in emergencies
- Detail-oriented with strong compliance oversight
- Pragmatic and solution-focused

Working Environment

The role will involve regular movement between College buildings, School facilities, Cathedral spaces, residential properties, and public-facing areas. Some evening or weekend work may be required to support major events, services, or inspections.

Given the historic nature of the estate, the postholder must be comfortable working in listed buildings and balancing conservation considerations with modern compliance standards.

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 £35,681 to £41,636 per annum** depending on experience.
- Working hours: 37.5 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
- The post-holder will be entitled to lunches without charge during periods for which these are available
- 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 19 April 2026**. 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.
- A completed Equality Opportunities Monitoring Form.

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 27 April 2026**.

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.