

Departmental Health and Safety Manager

Department of Materials Science and Metallurgy

Closing date 29 June 2025

Job Reference: LJ46209



The role

Salary:

£43,713– £55,755

Contract:

Permanent

Location:

West Cambridge

Department:

Department of Materials
Science and Metallurgy

Responsible to:

Business and
Operations Manager

Working pattern:

Full-time

Purpose of the role

The purpose of the role is to provide proactive development of departmental safety policy and processes; provides legal and technical advice to all members of the Department, including students, to enable them to achieve compliance with health and safety legislation; provides guidance and policy documentation for staff and students.

The role holder will promote effective management of health and safety in the Department; ensure compliance with statutory requirements relating to health, safety and the environment; Interpret and implement University Safety Policy within the Department; and facilitate the prevention of accidents and near misses which may lead to loss of life, personal injury, damage to buildings and equipment, legal action under criminal and civil law and/or adverse publicity for the Department and the University.

In addition, the role-holder is expected to attend the University Professional Safety Adviser Group and provide specialist input at School/University level

Key responsibilities**H&S management**

- Overall manage and coordinate Health and Safety within the Department on a day-to-day basis. Work closely with the Business and Operations Manager (BOM) and Head of Department (HoD) to implement an annual H&S improvement plan.
- Develop, implement, maintain and review safety policies, procedures, systems and local arrangements for health and safety in the Department, relating to any technical area required.
- Review and revise safe operating procedures and systems of work for Departmental Safety personnel.
- Keep appropriate safety-related records to ensure compliance.
- Audit and monitor the effectiveness of safety management systems within the Department.
- Promote the development of best practice, support and advise the HoD in the fulfilment of their safety management responsibilities.

Advisory role

- Act as a specialist source of knowledge and advice to all staff and students within the Department.
- Coordinate any safety advice given in the Department by specialist advisers (i.e. the Laser Safety Officer, Biological Safety Officer and the Radiation Protection Supervisors), the University Health and Safety Division and Fire Safety Unit and provide a point of reference on all health and safety matters. Disseminate safety-related information as required.
- Produce comprehensive guidance on any aspect of health and safety and, in liaison with the Computer Officer, design and maintain the health and safety web pages.



The role continued

- Maintain the specialist knowledge that the role requires, to include law, science and technology and to be knowledgeable with current and proposed legislation as it affects health and safety in the Department.

Fire safety management

- Act as Departmental Deputy Fire Safety Manager which involves monitoring and recording implementation of University Fire Safety policy locally and advising the Head of Department on the effectiveness of the local fire safety provisions and the adequacy of control measures.
- Support the Fire Safety manager to develop and implement emergency procedures in liaison with the University Fire Safety Unit.
- Be responsible for a team of Fire Wardens and to ensure all wardens are appropriately trained in order to be able to undertake their duties effectively.
- Assist key personnel in the operation of the fire alarm system and to devise fail safe instructions to always ensure competent operation of the fire alarm panel by those personnel, organise refresher training as and when required to ensure currency of skills and liaise with the service engineer on all matters pertinent to the fire alarm and emergency lighting system.
- Assist with individual fire alarm zone and device isolations for maintenance, building work and lecture demonstration purposes including where research activities may generate smoke or fume.
- Assist the weekly, monthly, 6-monthly and annual maintenance and testing of the fire alarm system and emergency lighting system throughout the Department. This includes being overall responsible for the weekly fire alarm tests and monthly emergency lighting tests; reporting to the Fire Safety Unit any deficiencies identified as a result of these tests and where necessary arranging for the Service Engineers to attend site in order to rectify the faults.
- Undertake annual fire risk assessments for the premises and action the findings.

H&S training - induction

- Identify health and safety training needs across the Department and organize and/or create and deliver training courses in any area of health and safety that is required. The requirement for training is decided either by the role-holder or by request from the Department.
- Encourage the proper regard for health and safety in the entire Department's teaching to students and others.

- Plan and organise the provision of First Aid throughout the Department. To review and revise where necessary First Aid arrangements and equipment in line with University Policy. To review areas of competence and arrange training of First Aiders as and when required, organise quarterly First aid meeting and drive collective improvements.

Management of incidents

- Investigate and respond to accidents, near misses, health conditions and complaints relating to health and safety and to take remedial action as appropriate.
- Provide specialist input to the investigation of accidents, near misses and work-related ill-health conditions to prevent recurrence both at a University and Departmental level.
- Carry out the reporting of incidents through the university reporting systems.

H&S compliance

- Ensure that departmental catering remains compliant with University Food Safety Policy.
- Act as Compliance Officer, ensuring all necessary licences or authorisations that may be required are obtained e.g. from the Home Office or National Authority (DTI) where applicable; submitting annual returns where required to these bodies; ensuring that all necessary security measures are implemented and observed, and; that statutory records are kept and maintained. Where necessary, lead working groups to review security to the building, the security of holdings (i.e. chemical, biological and radiological holdings) and to investigate measures to manage chemical holdings within the building e.g. stock control, bar-coding etc.
- Oversee the waste hazardous disposal procedures; notifying individuals/the Department of failures to follow correct disposal procedures; contacting research groups with any disposal queries from the University Hazardous Waste Contractor.
- Liaise with the University Hazardous Waste Contractor/University Environment Officer regarding the disposal of chemically contaminated equipment and non-routine requests for disposal.
- Oversee water quality testing including for Legionella. Arrange testing and maintain records of water quality reports.

- Act as Chair to the Departmental Safety Committee and liaise with the secretary in order to organise meetings, draft agendas, write and distribute minutes. Report back to the safety committee and the senior leadership teams on safety inspections carried out in the department.

H&S Building

- Attend planning, design, user and site meetings for both major and minor refurbishments to ensure safety aspects are addressed in accordance with best practice, departmental policy and to ensure regulatory compliance. Liaise with architects, engineers, contractors, designated EMBS project team and representatives from the University Fire Safety Unit and University Health and Safety Division in order to address safety queries identified at the planning stage and as work progresses.
- Oversee compliance over the control of contractors' processes to assure the safety of all in the department. Liaise with contractors to address concerns and ensure effective communication of health and safety matters with regard to contractor activities which could have a detrimental affect upon the Department (e.g. fire procedures; the blocking of fire exits and emergency escape routes; generation of large quantities of dust which could activate the fire alarm system)
- In conjunction with the Building Services Manager and Building Services Manager/technicians, liaises with the EM staff with regard to minor building works which are required to be carried out for health and safety reasons. Arrange with members of the Department, EM, external contractors etc procedures for the work to be carried out and on a convenient date for the Department to ensure the minimum disruption to research and teaching programs.
- Oversee with the Building Services Manager DSEAR and PSSR compliance

Other duties

- Line manage the safety technician
- Oversee the safe operations of events in the department.
- Oversee the statutory compliance with procurement and installation of equipment within the department.
- Approve Travel risk assessment for staff
- Liaise with the University Health and Safety Division, the University Occupational Health Service, the University Estates Division, the Health and Safety Executive, the Environment Agency and various other external bodies and institutions as and when required.

- Attend the University Professional Safety Advisers Group and various other University Committees and working parties as requested by the University Health and Safety Division and other University bodies in order to contribute to the formulation of University-wide policy and procedure.
- Assist from time-to-time the University-wide health and safety management processes, by devising and delivering training and auditing.
- Attend meetings, seminars and training sessions (both internal and external to the University) for the purposes of professional development.

Person specification

Essential or Desirable

Experience

Experience of managing Health and Safety in a research environment	E
Experience of specialist Health and Safety within a particular field eg Chemical, Biological, physical	E
Evidence of working at a strategic level to create and deliver organisation wide change	E
Experience of developing and implementing safety policy and procedures	E
Experience of line management	D
Experience of setting up and delivering training	E

Skills

Comprehensive knowledge of relevant Health and Safety legislation and practice	E
Excellent communication and organisational skills	E
Ability to develop, implement and maintain appropriate safety documentation	E
Ability to use electronic safety systems effectively	E

Qualifications

First degree/Masters / level 7 vocational qualifications in a scientific discipline.	E
Appropriate IOSH/NEBOSH certification	E

Additional Requirements

First Aid training	D
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The Department has over 30 academic staff, (including staff extended beyond retirement age, established academic staff and early-career research fellows), approximately 50 administrative, technical and other support staff, and around 80 postdoctoral researchers, 150 postgraduate students and 20 visiting scientists at any time. Our research falls into six themes: structural materials, device materials, materials chemistry, clean energy and sustainability, medical and pharmaceutical materials and materials characterisation (particularly electron microscopy).

In 2013 the Department moved to a new purpose-built building on the West Cambridge Site. This is the first time all academic groups have been housed together in a single building. In the last UK Research Excellence Framework (REF 2021), for the first time, our Department was included within the Engineering Unit of Assessment (UoA), together with the Department of Chemical Engineering and Biotechnology, and the Department of Engineering. 99% of the submission as a whole was rated 'world leading' or 'internationally excellent'.

Research funding totals around £12M per annum, and come from a variety of sources: about 40% from the UK research councils and government, 40% from the EU (including a large number of European Research Council grants), 20% for industry, overseas governments and charities.

The Department offers a 3 or 4 year BA/MSci degree within the Natural Sciences Tripos (NST), with the majority of students completing the 4-year course. In year 1 the students read four subjects, in year 2 three subjects, before specialising in one subject only. Over 280 take Materials Science in year 1, over 85 in year 2, and over 35 in years 3 and 4. Year 4 includes students who have transferred from other universities to read for the Master of Advanced Studies (MASt) degree. In addition, 10 to 20 students are admitted each year to the one-year MPhil in Micro- and Nanotechnology Enterprise administered by the Department. Further details of the teaching programme can be found on the teaching pages of the departmental website:

<http://www.msm.cam.ac.uk/teaching>

We have a thriving Graduate School. Almost all postgraduate research students are working for the PhD, which they complete on average in 3.5 years. We play a prominent role in a number of centres for doctoral training centre, including the NanoDTC and the CDT in Computational Methods for Materials Science (in collaboration with the Department of Physics at Cambridge), and the DTC in Structural Metallics linking Materials at Cambridge with sister departments at Birmingham and Swansea.

For more information:

<https://www.msm.cam.ac.uk/>

The School of the Physical Sciences

The School of the Physical Sciences is one of the six Schools making up the academic work of the University. It comprises the following Departments: Applied Mathematics and Theoretical Physics (DAMTP), Chemistry, Earth Sciences, Geography (including the Scott Polar Research Institute), Institute of Astronomy, Isaac Newton Institute of Mathematical Sciences, Materials Sciences and Metallurgy, Physics (Cavendish Laboratory), Pure Mathematics and Mathematical Statistics (DPMMS).

The School's aim is to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and combined methodologies to address problems in the fields of biology, technology, medicine, social science and the humanities. In pursuit of these goals, the School coordinates objectives in research, teaching and infrastructure.

The School is responsible for allocating core funds to departments and provides broad strategic focus across its constituent departments in a number of areas including: research activity, undergraduate and graduate education, estate needs, fundraising and human resources. As part of the University's planning process, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets as well as the flow of resources to departments. The School manages a wide range of administrative activities and

projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has over 1500 members of staff, over 3000 students and an annual budget of over £100 million.

The Office of the School of Physical Sciences is a small team led by the Head of Schools, currently Professor Nigel Peake, the School Secretary, the Director of Education and the Finance Manager. As well as the Deputy Secretary, there are currently six other staff, as well as those in the Degree Committee office. The wider School team supporting our Departments also include representatives from HR, Fundraising, and Research Operations who are assigned to the School.

The Office of the School currently occupies a suite of offices in 17 Mill Lane.

More information about the School Office and links to the websites of the School's constituent Department can be found at the SPS website:
<https://www.physsci.cam.ac.uk>



Terms of appointment

Tenure and probation for unestablished academic-related

Appointment will be made on a permanent basis. Appointments will be subject to satisfactory completion of a nine month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are full-time, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of USS (Universities Superannuation Scheme) – a defined benefits pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 6.6 weeks (or 33 days for those working full time), plus public holidays.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to

ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration

Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities.

We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the

best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position. Alternatively, you may contact the HR Business Manager responsible for the department you are applying to via hrenquiries@admin.cam.ac.uk.



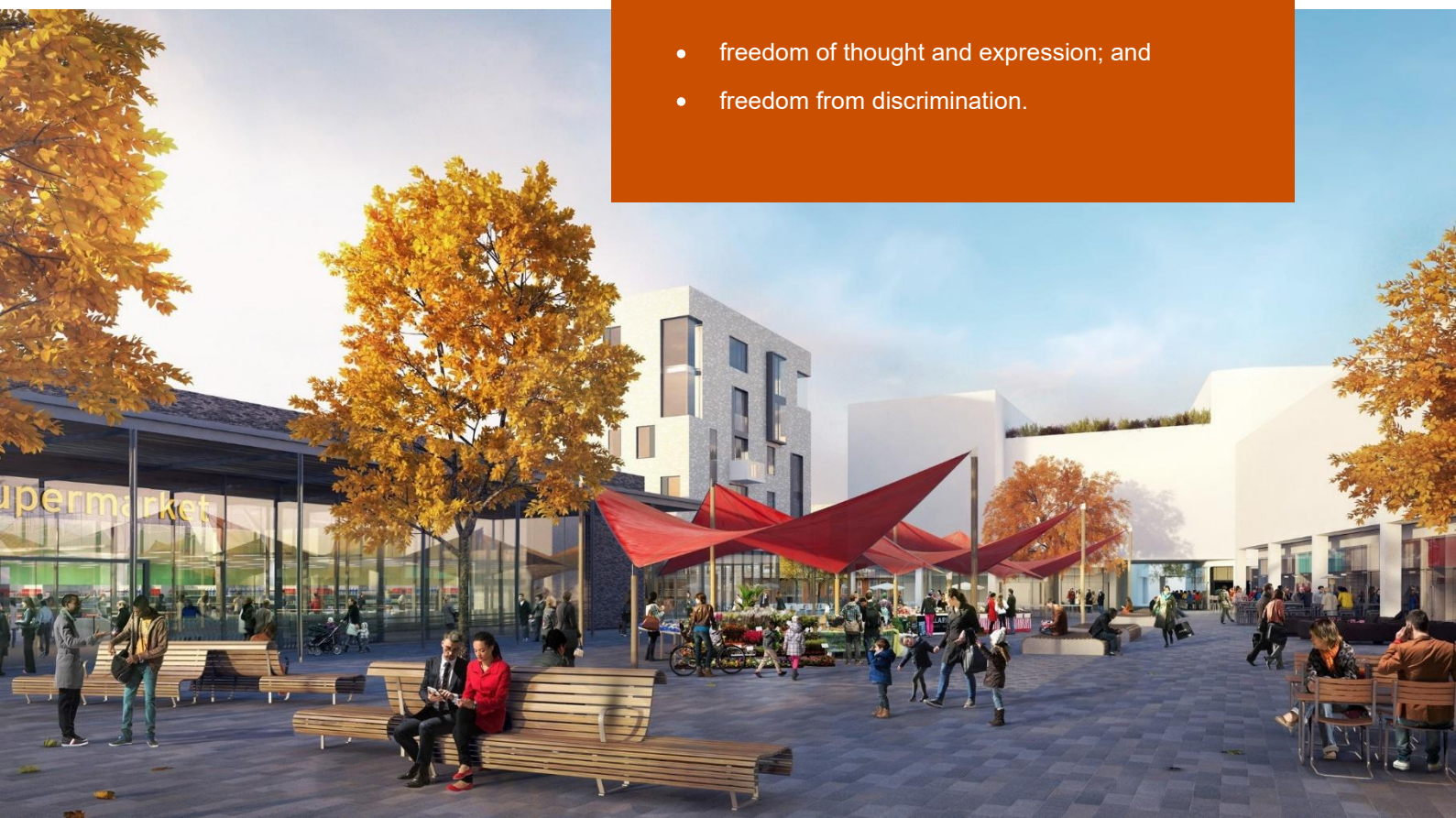
The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of first-class teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people. Our capital investment projects include the West Cambridge site, the North West Cambridge development and the growth of the Biomedical Campus in the south of the city. The North West Cambridge development includes the opening of a primary school – the first in the UK to be managed by a University. So we are deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.





About us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £1.66 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £400 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support.

The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit students, provide

Our ideas and innovations have shaped the world. Our campaign, 'Dear World... Yours, Cambridge', will raise £2 billion to help us shape all our futures.

student accommodation and deliver small group teaching. The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching and conducting research.

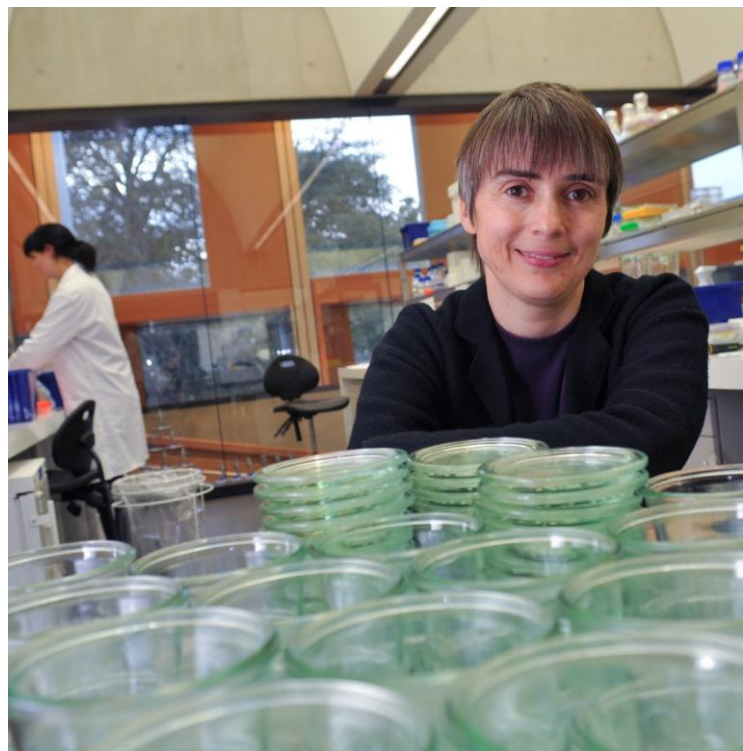
The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a new science and technology campus to the west of the city centre, and is now expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 18,000 students and over 11,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels. Furthermore, the University's Athena SWAN award recognises and celebrates good practice in recruiting, retaining and promoting women. We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment. The University has signed up to the Race Equality Charter, a notional framework for improving the representation, progression and success of minority ethnic staff and students within higher education.



Living in Cambridge



Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away.

The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes.

Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Further information about attractions in and around Cambridge can be found at [Visit Cambridge](http://www.visitcambridge.org), the official tourism website for the city.



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work. The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a career break scheme for academic and academic-related staff, with additional flexible working policies for all other staff.

CAMbens employee benefits

We offer a CAMbens scheme for University employees, providing access to online and in-store shopping discounts and cashback. With more than 2,000 participating retailers, employees can save money on a wide range of household expenses, from groceries and clothes, to holidays and insurance and much more. A range of local discounts are also available, helping employees to save money whilst also supporting local Cambridge businesses. CAMbens Cars and CAMbens Cycle to Work salary sacrifice schemes are also available, which enable employees to save money on transport costs. A 10% discount rate on the purchase of train season tickets, bulk buy tickets and an interest free travel to work loan are also available for staff of the University of Cambridge.

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a

generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay and emergency family care support via My Family Care.

In addition, our Ofsted rated 'outstanding' workplace nurseries, childcare vouchers, a childcare salary sacrifice scheme and a high quality holiday play scheme are available to help support University employees with caring responsibilities. The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. There are many societies in Cambridge catering for almost every taste and interest. Whether you want to take part in a sport, participate in music or drama, pursue a hobby, or join a political group, you will almost certainly find that a society exists for this purpose. The University also hosts the [Cambridge Science Festival](#) and [Cambridge Festival of Ideas](#), as well as [Open Cambridge](#) weekend, which together attract over 50,000 visitors per year. The festivals are a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.



What Cambridge can offer

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings. Payroll giving is also a simple, tax-efficient way for employees to make monthly donations to charity.

Relocating to Cambridge

The University Accommodation Service exists to help employees in their search for a rental home in Cambridge. A new University development at North West Cambridge called Eddington offers subsidised rented accommodation to University staff. The development consists of high quality furnished one and two bedroom apartments. For more information about the development and how to apply please visit the website www.nwcambridge.co.uk

The importance of helping individuals settle into a new



area is also recognised by the University. The Shared Equity Scheme <https://www.hr.admin.cam.ac.uk/pay-benefits/cambens-employee-benefits/financial/shared-equity-scheme> provides financial assistance to qualifying new members of staff with the purchase of living accommodation, where they have to relocate to take up their appointment. Removal expenses are also available for qualifying new members of staff.

Equality & diversity

The University has a vibrant and varied community. We support and encourage under-represented groups and we value diversity. We welcome applications from individuals with disabilities. Our recruitment and



selection procedures follow best practice. We have an Equal Opportunities Policy, along with a range of diversity networks for women, black and minority ethnic and lesbian, gay, bisexual and transgender staff. More details are available here: <http://www.equality.admin.cam.ac.uk/>

Development opportunities

We support new employees to settle in through various activities. The encouragement of career development for all staff is one of the University's values and we put this into practice through various services and initiatives. Our Personal and Professional Development Department provides development opportunities and courses for all University employees. These include face-to-face sessions, online learning modules and webinars. Employees may also apply for financial support to undertake training that will lead to a qualification. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. The CareerStart@Cam programme also supports employees in assistant staff roles who do not hold higher education qualifications to develop their skills, experience and qualifications.

Whether it is understanding the molecular basis of neurodegenerative diseases, or helping farmers in India increase their yield, or discovering better ways to live in large cities – I know that what we do in Cambridge affects lives, and livelihoods, the world over.

Vice Chancellor Emeritus, Professor Sir Leszek Borysiewicz, 2016

How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Informal enquiries are welcomed and should be directed to:

Dr Jeanne Estabel (Business and Operations Manager)
dept-administrator@msm.cam.ac.uk

The closing date for applications is 29 June 2025



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CAMBRIDGE