



LIVERPOOL
HOPE
UNIVERSITY

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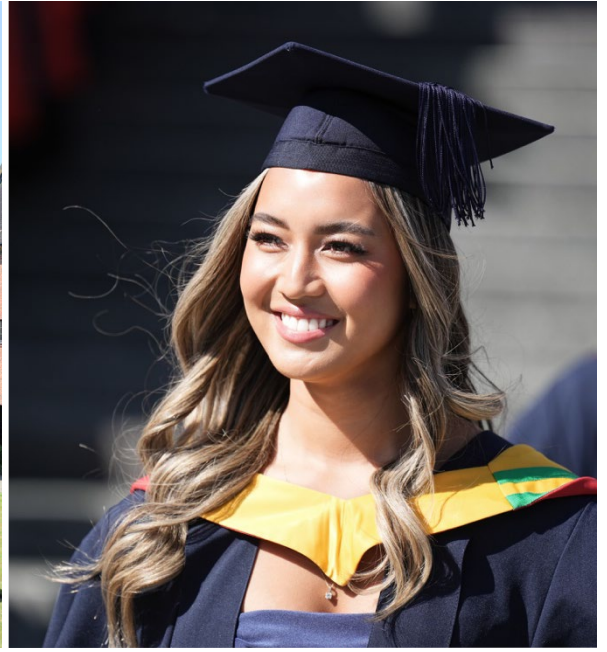
Recruitment Pack

Health, safety and Resilience Manager

Job Reference: 3BPER6

Closing date: 9th June 2026 at 12 Noon

www.hope.ac.uk





POST: Health, Safety and Resilience Manager

STARTING DATE: ASAP

SALARY RANGE: Grade * £47,389 to £56,536

TYPE OF CONTRACT: Permanent

WORK PATTERN: Full Time

REPORTS TO: Mr James Leyshon, Head of Governance

The Post

Liverpool Hope University wishes to appoint an experienced manager to lead the University's focus on health, safety and resilience planning.

The Health, Safety and Resilience Manager will lead the University's health, safety and resilience framework, ensuring legal compliance, effective risk control and alignment with the University's strategic objectives.

You will provide professional leadership and strategic oversight across health and safety management, emergency preparedness, business continuity and organisational resilience. The role translates statutory requirements and operational risks into proportionate systems, policies and assurance that support a safe, secure and sustainable University environment.

You must be able to apply your skills, knowledge and experience to a broad range of health and safety and fire safety challenges consistent with a higher education environment.

The post requires that you will have excellent relationship building and communication skills to engage positively with academic and professional services and students. You will also be able to communicate to colleagues clearly across the University. Attention to detail and accurate, meticulous record keeping is important.

For informal enquiries, please contact Mr James Leyshon, Head of Governance on 0151 291 3233 or email leyshoj@hope.ac.uk

Job Description/Key duties of the post

Acting as the specialist advisor to the Executive team whilst leading and manage the University's health, safety and resilience framework, ensuring legal compliance, effective risk control and alignment with the University's strategic objectives.

The postholder will provide professional leadership and strategic oversight across health and safety management, emergency preparedness, business continuity and organisational resilience. The role translates statutory requirements and operational risks into proportionate systems, policies and assurance that support a safe, secure and sustainable University environment.

The postholder acts as the University's "Competent Person" for health and safety and provides operational leadership across health and safety related statutory compliance, incident management and resilience planning.

Key Responsibilities

1. Safety and Resilience Operational Leadership

- Lead the review, development and implementation of the University's Health, Safety and Resilience Strategy, including associated policies and procedures.
- Align health, safety and resilience risks with the University's corporate risk management framework.
- Provide advice and assurance, reporting to senior leadership and relevant Committees on compliance performance, emerging risks and organisational resilience.
- Develop risk-based annual improvement plans with KPIs, aligned to institutional objectives.
- Ensure that health, safety and resilience arrangements reflect best practice and sector expectations.
- Manage the institutional Health and Safety Community of Practice

2. Legal Compliance and Professional Advice

- Ensure the University achieves and maintains compliance with all relevant health and safety legislation and associated statutory instruments.
- Provide authoritative and timely professional advice to senior leaders, Heads of School and Professional Services Directors and Managers
- Monitor and scan regulatory developments and ensure institutional readiness for legislative change
- Act as the University's "Competent Person" under applicable health and safety legislation including the Management of Health and Safety at Work Regulations 1999.

- Liaise closely across departments to assist in their compliance with specific statutory requirements, for example working closely with People Services to develop a proactive organisational stress risk management framework aligned to HSE Management Standards.
- Develop, review and implement health and safety policies, procedures and codes of practice
- Support and liaise closely with staff managing specialist or increased risk areas such as laboratories and creative arts spaces.

3. Terrorism Protective Compliance

- In support of the COO, lead institutional compliance with relevant legislation including the Terrorism (Protection of Premises) Act 2025.
- Undertake and oversee qualifying premises and event risk assessments.
- Develop proportionate protective security procedures and staff awareness arrangements.
- Integrate counter-terrorism preparedness within wider emergency and resilience frameworks.
- Liaise with relevant authorities and partners where required.

4. Emergency Preparedness, Business Continuity and Risk Resilience

- Lead the development, maintenance and testing of the University's Emergency Management Framework.
- Maintain and coordinate the University's Business Continuity Management arrangements.
- Facilitate scenario planning exercises and post-incident debriefs to support continuous improvement.
- Provide professional advice to the University Incident Management Team during major and serious incidents.
- Oversee the embedding of resilience principles across Schools and Professional Services.
- Monitor and report within the governance framework, on institutional preparedness and recovery capability.

5. Incident Management and Assurance

- Lead and oversee significant incident investigations, ensuring root cause analysis, organisational learning and proportionate corrective actions.
- Oversee statutory reporting requirements including RIDDOR where applicable.
- Compile and present management information, performance data and assurance reports

- Monitor delivery of agreed safety and resilience improvement actions.
- Coordinate health surveillance arrangements and ensure appropriate referral systems are in place.
- Chair the University's Fire Safety Group and maintain oversight of fire safety compliance and assurance arrangements, advising the institutional duty holder.

6. External Liaison and Sector Engagement

- Act as the University's lead for external liaison on matters of health, safety and resilience.
- Maintain effective working relationships with enforcing authorities, emergency services and specialist consultants.
- Represent the University within regional and sector networks, including collaboration with USHA, Northwest and UK Universities on health, safety and business continuity matters.
- Engage with insurers where required in relation to incident investigations and risk improvement measures.
- Act as the University contact for the HSE

7. Training, Communication and Culture

- Lead the development and oversight of the University's health and safety training framework.
- Identify training needs and ensure proportionate, risk-based training delivery.
- Promote a positive, learning-led safety culture through communication and engagement initiatives.
- Maintain and develop health and safety information resources across the University.

8. Safety Coordinator Network (Functional Leadership)

- Provide functional leadership to the University's Safety Coordinator network.
- Develop capability, clarity of role and accountability within the coordinator structure.
- Provide guidance, coaching and support to enable effective local risk management.
- Facilitate regular engagement forums to share learning, monitor compliance and drive continuous improvement

Qualifications & Experience Required

Degree level qualification in related field.

IOSH (Institution of Occupational Safety and Health) qualification essential and level 6 NEBOSH Diploma in Occupational Health and Safety or equivalent qualification is desirable.

Demonstrable experience of providing professional health and safety strategy within a complex organisation.

Experience of developing policies, strategies and assurance reporting mechanisms. Knowledge and experience in leading and developing emergency planning, business continuity and organisational resilience principles.

Person Specification

Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

Educational Requirements		Essential (E)/Desirable (D)	Method of assessment
Degree or equivalent qualification		E	A
NEBOSH National General Certificate in Occupational Health and Safety or City & Guilds Level 3 NVQ Certificate in Occupational Health and Safety		E	A
NEBOSH Level 6 Diploma		D	A
NEBOSH Certificate in Fire Safety or equivalent qualification		D	A
Experience		Essential (E)/Desirable (D)	Method of assessment
Experience of providing advice, guidance and mentoring in relation to health and safety		E	I
Experience of supporting change and continual progress in the provision of a proactive health, safety & resilience service		E	I
Proven experience of working to support an effective safety management system		E	I
Experience of influencing and negotiating to effect positive change where required		E	I
Proven ability to work effectively in potentially highly pressured situations.		E	I

Skills and Knowledge	Essential (E)/Desirable (D)	Method of assessment
Thorough and up to date knowledge of health and safety legislation, policies and procedures.	E	I
An understanding of health, safety and fire safety legislation applicable to HEIs	D	I
Excellent communication, presentation and people skills	E	I
Well-developed interpersonal skills and the ability to influence at all levels of the organisation.	E	I
Experience of dealing with complex and sensitive situations	D	I
Ability to analyse and interpret key information to ensure suitable processes and systems are in place minimise the risk to the University	E	I
Ability to manage a complex workload and prioritise activities to meet deadlines	E	I
Ability to work within a broad strategic framework on personal initiative	D	I
Commitment to your own and colleagues continuous personal and professional development	E	I
Ability to build effective relationships and partnerships externally as appropriate	E	I
Attention to detail and accuracy and meticulous record keeping	E	I
Pro-active approach to tasks, with the ability to identify solutions to issues and problems	E	I

Flexible, well organised and adaptable approach to work	D	I
Any other requirements	Essential (E)/Desirable (D)	Method of assessment
Certified membership of IOSH	D	A

Contact for Queries

James Leyshon
Head of Governance
leyshoj@hope.ac.uk

0151 291 3386

Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is permanent, subject to the normal probationary period of 12 months.

Salary scale for this post is £47,389 to £56,536 per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;
- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

Liverpool Hope's Values

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

Equality and Diversity

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

Health and Safety

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

Sustainability

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

Training and Development

- Induction training for all new staff
- Staff development opportunities

Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.

How to apply

You can download the application form by the link below:

[How to apply](#)

Useful Links

www.hope.ac.uk/lifeathope/welcome

<https://www.hope.ac.uk/gateway/staff/peopleservices/>

www.hope.ac.uk/jobs





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