

Job Description

Prifysgol Wreccsam
Wrexham University



Faculty/Department	Campus and Place
Section	Health and Safety
Job Title	Head of Health, Safety and Compliance
Reports to	Director of Campus and Place
Responsible for	Safety, Health and Environment Manager
Grade	MAN1

Principal Accountabilities

The postholder will provide operational leadership and strategic oversight on Health and Safety, environmental and sustainability matters across the University, ensuring the effective management of risk, compliance with statutory obligations, incident management, resilience planning and the delivery of a positive safety and sustainability culture across all University activities.

The postholder will lead the development, implementation and continuous improvement of the University's Health and Safety, environmental and sustainability strategies, policies, management systems and assurance framework to ensure those matters embedded within the University to ensure a safe, secure and sustainable environment.

Acting as the University's lead advisor on Health and Safety, environmental and sustainability matters, the postholder will provide expert advice, guidance and assurance to the Senior Leadership Team and interested parties on organisational risk, legislative compliance and future strategic priorities.

Reporting to the Director of Campus and Place, the postholder will lead the Health and Safety team, oversee audit, assurance and performance monitoring and provide strategic direction on incident management, emergency planning, business continuity and continuous improvement.

Key Tasks

Strategic Leadership

- Develop and lead the University's Health and Safety, environmental and sustainability Strategies, ensuring alignment with the University's strategic plan and regulatory requirements.
- Provide strategic advice and assurance to Senior Leadership Teams, committees and governors on emerging risks, compliance obligations and sector developments.
- Establish a proactive culture of safety, wellbeing and environmental responsibility across the University.
- Lead the development of organisational frameworks, policies, standards and governance arrangements relating to health, safety, environment and sustainability.

Governance, Risk and Assurance

- Act as the University's strategic lead for health, safety and environmental risk management.
- Develop and maintain robust assurance systems to enable the University to monitor compliance, organisational performance and risk exposure.
- Lead the University's health and safety governance arrangements, ensuring appropriate reporting, escalation and oversight mechanisms are in place.
- Oversee and provide advice during audits and inspections, ensuring findings are translated into strategic organisational improvements.
- Support emergency planning, business continuity and incident response as a Health and Safety representative of the University.

Compliance and Regulatory Management

- Maintain strategic oversight of compliance with all relevant health, safety, environmental and related statutory obligations.
- Lead engagement with appropriate interested parties.
- Ensure appropriate arrangements are in place for incident reporting, investigation, learning and organisational improvement.
- Monitor legislative changes and best practice, advising the senior leadership team and managers on organisational implications and required actions.

Sustainability and Environmental Leadership

- Lead the development and delivery of the University's environmental sustainability agenda, carbon reduction commitments and Net Zero ambitions.

- Provide strategic oversight of environmental management systems, environmental reporting requirements and sustainability performance indicators.
- Champion environmental and sustainability improvement initiatives that support University objectives, regulatory compliance and sector-leading practice.

Management

- Develop workforce capability, succession planning and professional standards within the team.
- Manage budgets, resources, contracts and external specialist providers, in conjunction with the Director of Campus and Place to ensure effective and value-for-money service delivery.
- In collaboration with the Director of Campus and Place, lead strategic projects and institutional change initiatives relating to safety, health, environment and sustainability.
- Provide effective leadership and management to the Health and Safety team.

Special Features

Evenings, weekend or out of hours support may be required from time to time. Flexible approach to working hours is therefore required. The post holder will so be part of the emergency 'on call' response team.

General Duties

You will ensure that appropriate management systems and procedures are in place to meet your health and safety duties and responsibilities contained within the University's health and safety policy. In particular you will ensure that appropriate risk assessments are carried out in respect of significant hazards and that safety inspections are undertaken on at least an annual cycle in each workplace under your control.

It is the responsibility of employees to apply the University's Equal Opportunities Policy in their own area of responsibility and in their general conduct.

All staff have a responsibility for promoting high levels of customer care within their own areas of responsibility.

Staff must be aware of the University's commitment to Sustainability.

All staff must promote healthy behaviour and positive mental health and wellbeing

Post holders are expected to co-operate with the Professional Development Review (PDR) process, engaging in the setting of objectives in order to assist in the monitoring of performance and the development of the individual.

You will assess the training and development needs of each member of staff under your control to ensure they are adequately supported in relation to their work responsibilities.

Such other relevant duties commensurate with the grade of the post as may be assigned by the Manager in agreement with the post holder. Such agreement should not be unreasonably withheld.

The key responsibilities contained in this job description are indicative not exhaustive. Duties and responsibilities may be altered in discussion with the post holder.

All post-holders within the Directorate are expected to be able to provide support across all areas, beyond their immediate team, as requested by the Director and commensurate with their skills, knowledge and experience.

Review

This is a description of the job at the time of issue. It is the University's practice periodically to review and update job descriptions to ensure that they accurately reflect the current nature of the job and requirements of the University and to incorporate reasonable changes where required, in consultation with the job holder.

Person Specification

Job Title: **Head of Health, Safety and Compliance**

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

Selection Criteria					
Attributes		Item	Relevant Criteria	Identification Method	Rank
1	Skills & Abilities	1.1	Strong strategic planning and organisational development skills relating to Health and Safety.	A, I	E
		1.2	Ability to analyse and interpret key information to ensure suitable processes and systems are in place to minimise the risk to the University.	A, I	E
		1.3	Ability to manage a complex workload, prioritise activities to meet deadlines and work in high pressured situations.	A, I	E
		1.4	Ability to build effective relationships and partnerships internally and externally, and lead through influence, partnership and collaboration.	A, I	E
		1.5	Ability to provide effective leadership and management to the Health and Safety team.	A, I	E
2	General & Specialist Knowledge	2.1	Thorough and up to date knowledge of Health and Safety, environmental and sustainability legislation, policies and procedures applicable to HEIs.	A, I	E
		2.2	Knowledge of health and safety management systems and recognised standards.	A, I	E
		2.3	Knowledge of sustainability, carbon reduction, Net Zero strategies and environmental reporting requirements.	A, I	E
3	Education & Training	3.1	Educated to degree level or equivalent.	A, I, C	E
		3.2	Leadership/management qualification and/or significant leadership/management experience.	A, I, C	E

		3.3	NEBOSH certification or willingness to work towards.	A, I, C	E
		3.4	Chartered member of IOSH.	A, I	D
		3.5	Demonstratable continued professional development.	A, I	E
4	Relevant Experience	4.1	Experience of dealing with complex and sensitive situations.	A, I	E
		4.2	Experience of supporting strategic change and continual progress in the provision of health, safety and wellbeing.	A, I	E
		4.3	Experience of leading others and effective management.	A, I	E
		4.4	Experience of working within a Health and Safety environment, preferably within further or higher education.	A, I	E
		4.5	Experience of working within environmental and sustainability, preferably within further or higher education.	A, I	D
5	Special Requirements	5.1	Able to work flexibly to include weekends and evenings and to be 'on call' in the case of emergencies.	A, I	E
		5.2	The ability to communicate in the Welsh language is desirable. However, a sympathy with Welsh cultural heritage is essential.	A, I	D
Date of Revision			July 2026		

Key	Identification Method	A	Application Form
		I	Interview
		T	Test
		C	Copy of Certificates
		P	Presentation
		G	Group Assessment
	Rank	E	Essential
		D	Desirable

Our Values.

Excellence.

Click to view.

Our Values.

Inclusion.

Click to view.

Our Values.

Collaboration.

Click to view.

Our Values.

Transformation.

Click to view.

Our Values.

Sustainability.

Click to view.