

# JOB DESCRIPTION



<b>Job Title:</b> Occupational Health & Safety Office Manager (0.25 FTE)
<b>Department:</b> Occupational Health and Safety
<b>Faculty/Professional Service:</b> Central Services
<b>Location:</b> Keppel Street, London
<b>Reports to:</b> Head of Health & Safety
<b>Full Time/Part Time/Casual:</b> Part-time
<b>Hours:</b> 0.25 FTE
<b>Grade:</b> Grade 4
<b>Overall Purpose of the job:</b> The Occupational Health & Safety Office Manager will provide administration and clinic management support to the Health and Safety Department and Health & Safety Systems Coordinator. They will ensure that the Occupational Health (OH) Service operates smoothly and efficiently. This role is 0.25 FTE, which would ideally be spread over the week so as to be able to spend 1 or 2 hours per day on the role.  The Occupational Health & Safety Office Manager is responsible for the day-to-day running of the OH Service. This requires planning, prioritisation, flexibility, and adaptability as this is a weekly service with limited appointments and priorities will often change at very short notice in response to changing clinics or client requests. They will coordinate the Health Surveillance Programme and send out forms, emails, appointment requests and notify Laboratory/BSF Manager and Supervisors when staff members are Fit to Work and when they are due reviews. They will also issue Eye test vouchers via our internal ServiceDesk System and raise invoices and payments for OH related services.  They will also provide some further administration assistance to the rest of the OH&S Dept although the priority will remain the Occupational Health service.

## General Information

The London School of Hygiene & Tropical Medicine (LSHTM) is one of the world's leading public health universities.

Our mission is to improve health and health equity in the UK and worldwide; working in partnership to achieve excellence in public and global health research, education and translation of knowledge into policy and practice.

Staff and students are committed to helping create a more healthy, sustainable and equitable world for everyone, because we believe our shared future depends on our shared health.

We embrace and value the diversity of our staff and student population and seek to promote equity, diversity and inclusion as essential elements in contribution to improving health worldwide. We believe that when people feel respected and included, they can be more creative, successful, and happier at work. While we have more work to do, we are committed to building an inclusive workplace, a

community that everyone feels a part of, which is safe, respectful, supportive and enables all to reach their full potential.

To find out more please visit our [Introducing LSHTM page](#).

## Our Values

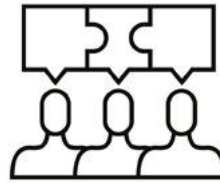
Our values establish how we aspire to achieve our mission both now and in the future - demonstrating what it means to work and study at LSHTM. Please visit our [LSHTM Values page](#) for further information.



**Act with  
integrity**



**Embrace  
difference**



**Work  
together**



**Create  
impact**

### Main Duties and Responsibilities

#### 1. Occupational Health

- To administer the health surveillance database which will include;
  - Ensuring that the accuracy of the database
  - Arranging for entry and repeat appointments
  - Ensuring that surveillance information is recorded
  - Running reports to check for outstanding vaccinations or surveillance.
- To provide administrative support for the Occupational Health Advisor by updating clinics in the shared calendar, preparing for additional campaigns (Flu vaccination clinics), sending out invites, etc.
- Provide health information as required to both internal and external clients
- To send emails to the line managers and Principal Investors to inform when a member of staff or student in their charge has completed their Health Surveillance with Occupational Health
- To issue Eye Test Vouchers
- General assistance and support to the Health and Safety Systems Coordinator and Head of Occupational Health and Safety
- Process invoices and payments for the OH service. Placing orders for OH Equipment.
- Developing and maintaining effective working relationships with all colleagues within the OH Service providers and other key contacts, internally and externally, at all times
- Liaise with sub-contractors, visitors, staff and students, dealing with OH enquiries or directing queries to the appropriate H&S staff member.
- Liaise with OH Service provider admin team to manage appointments and clinics

## **2. Safety**

This role will always prioritise Occupational Health, but where time allows, this role will also;

- act as an administrator for the LSHTM travel risk management application. This will involve;
  - Registering new users on the system
  - Dealing with enquiries regarding the operation of the system
  - Aligning information on travelers held within iTravel and that on Sphere.
  - Removing staff and students from Sphere when they leave LSHTM
- Assist in Health and Safety audits and produce audit reports and follow up any actions.
- To assist in Incident investigations.
- Respond to requests from the Head of Occupational Health & Safety on administrative matters.
- Undertake any other duties related to the post as requested by the line manager
- Respond flexibly and positively to changes in LSHTM processes and policies related to finance, HR, procurement and administration, presenting options or solutions to managers
- Provide administrative and logistical support to other OH&S colleagues, including booking and organising flights and accommodation and arranging visas
- Processing monthly credit card payments for Head of Occupational Health and Safety
- Provide administrative support to the Overseas team, assisting with Travel insurance and data entry
- Arrange UK based and overseas visits, project meetings, workshops, and conference calls, including preparing meeting budgets, arranging travel for multiple attendees, booking hotels and conference facilities, coordinating agendas, booking rooms, arranging catering, payment of invoices and all other associated logistics
- Obtain quotes from suppliers, processing orders and coordinating shipment of equipment and supplies overseas, including liaison with procurement and courier companies

## **3. Liaison and Networking**

- Build a good relationship with other faculties and departments and promote the OH services within the School.
- Communicate face to face, by phone and in writing with key partners, including key external partners, contractors.
- Communicate specific information to H&S Team members, or relay information from OH Service Providers, as required, interpreting the impact on staff and students and advising them accordingly
- Build positive and effective working relationships with contractor, colleagues, students, and internal LSHTM Central Services such as Comms, Finance and HR.
- Contribute positively and actively by supporting team management, financial and administrative processes.

#### **4. General duties**

- Monitor payments against approved payment profiles and arrange the transfer of payments
- Complete inter-account transaction journals and collate and submit evidence of expenditure
- Arrange payment of staff expenses ensuring costs are appropriately receipted and accounted
- Process monthly credit card paperwork for Head of Occ Health and Safety
- Understand and adhere to the Financial Regulations of LSHTM.
- Preparing, collating and distributing relevant documents and adding them to centralized system
- Completing recharges for the Head of Health & Safety
- Attend Group, Department and Faculty meetings
- Adhere to LSHTM policy and procedures at all times

#### Generic duties and responsibilities of all LSHTM employees

This job description reflects the present requirements of the post but may be altered at any time in the future as duties and responsibilities change and/or develop providing there is consultation with the post-holder.

The post-holder will carry out any other duties, tasks or responsibilities as reasonably requested by the line manager, Dean of Faculty, Head of Department or Head of Professional Service.

The post holder will be responsible and accountable for ensuring all LSHTM policies, procedures, regulations and employment legislative requirements are adhered to including equality and diversity and health and safety.

**This job description is not a definitive or exhaustive list of responsibilities but identifies the key responsibilities and tasks of the post holder. The specific objectives of the post holder will be subject to review as part of the individual Performance and Development Review (PDR).**

## PERSON SPECIFICATION

This form lists the essential and desirable requirements needed by the post holder to be able to perform the job effectively.

Applicants will be shortlisted solely on the extent to which they meet these requirements.

Competency	Evidence	E / D
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent), including English and Maths</li> </ul>	E
	<ul style="list-style-type: none"> <li>MS Office skills-based qualification</li> </ul>	D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Communication skills and experience</li> </ul>	E
	<ul style="list-style-type: none"> <li>Proven and successful experience of administrative work</li> </ul>	E
	<ul style="list-style-type: none"> <li>General working experience in Higher Education sector</li> </ul>	D
	<ul style="list-style-type: none"> <li>Good understanding of GDPR</li> </ul>	D
	<ul style="list-style-type: none"> <li>Good understanding of Occupational Health procedures</li> </ul>	D
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Excellent oral and written communication skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Excellent interpersonal skills, including a professional and helpful communicating manner</li> </ul>	E
	<ul style="list-style-type: none"> <li>Computer and keyboard skills</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to work as part of a small team</li> </ul>	D
	<ul style="list-style-type: none"> <li>Good organisation skills</li> </ul>	E
<b>General</b>	<ul style="list-style-type: none"> <li>Diplomacy, tact, and a professional attitude.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Customer care awareness</li> </ul>	E
	<ul style="list-style-type: none"> <li>Ability to communicate with individuals at all levels</li> </ul>	E
	<ul style="list-style-type: none"> <li>A commitment to supporting LSHTM's EDI policies and procedure.</li> </ul>	E
	<ul style="list-style-type: none"> <li>Attention to detail</li> </ul>	E

E-Essential: Requirement without which the job could not be done

D-Desirable: Requirements that would enable the candidate to perform the job well

Date compiled: August 2024

## **Salary and Conditions of Appointment**

The post is part-time, 0.25 FTE. The salary will be on the Professional Services salary scale, Grade 4 scale in the range £33,111- £37,298 per annum pro rata (inclusive of London Weighting).

The post will be subject to the LSHTM terms and conditions of service. Annual leave entitlement is 30 working days per year, pro rata for part time staff. In addition to this there are discretionary "Wellbeing Days." Membership of the Pension Scheme is available.

Informal enquires may be made to [Anton.dePaiva@lshtm.ac.uk](mailto:Anton.dePaiva@lshtm.ac.uk)

LSHTM has a Hybrid Working Framework, which alongside agreed service requirements, enables teams to work more flexibly (if the role allows), promoting a greater wellbeing and work/life balance.

## **Application Process**

Applications should be made on-line via our [jobs website](#). Applications should also include the names and email contacts of 2 referees who can be contacted immediately if appointed. Online applications will be accepted by the automated system until 10pm of the closing date. We regret that late applications cannot be accepted. Any queries regarding the application process may be addressed to [jobs@lshtm.ac.uk](mailto:jobs@lshtm.ac.uk).

The supporting statement section should set out how your qualifications, experience and training meet each of the selection criteria. Please provide one or more paragraphs addressing each criterion. The supporting statement is an essential part of the selection process and thus a failure to provide this information will mean that the application will not be considered. An answer to any of the criteria such as "Please see attached CV", "Yes" or "No" will not be considered acceptable and will not be scored.

Please note that if you are shortlisted and are unable to attend on the interview date it may not be possible to offer you an alternative date.

## **Asylum and Immigration Statement**

LSHTM will comply with current UKVI legislation, which requires all employees to provide documentary evidence of their legal right to work in this country prior to commencing employment. Candidates will be required to email a copy of their passport (and visa if applicable) to HR prior to their interview and if appointed will be asked to bring the original documents in to be copied and verified before their start date.

This role does not meet the minimum requirements set by UKVI to enable sponsorship under the skilled worker route. Therefore we cannot progress applications from candidates who require sponsorship to work in the UK.