

Candidate pack

Health & Safety Advisor

Part-time, Permanent

All Souls College
University of Oxford

www.asc.ox.ac.uk

All Souls College
Oxford, OX1 4AL

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The College environment is unique compared to other jobs. All Souls has a unique aura of a hidden away place and then when you come in it's amazing.

Arjun Handa
Events Manager

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





Welcome from the Domestic Bursar

Thank you for your interest in the role of Health & Safety Advisor at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.



Steve Evans, Domestic Bursar



Why work for All Souls College?

When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.

A contributory pension scheme

Private healthcare

An employee assistance programme

Meals while on duty

Bus ticket loan

Healthcare Cash Plan

Discounted fitness memberships

A generous holiday allowance

A staff team building day

Cycle to work scheme

An annual staff outing

Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.



Hear from our employees

Our employees talk about what makes All Souls College a great place to work.

“

All Souls College offer access to the university’s training courses and provide a supportive environment for training and development.

Matt Kirk
Academic Administrator

“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

Arjun Handa
Events Manager

“

The team are really nice to work with. Friendly and interesting, they are always keen to help. It’s a wonderful environment to work in.

Matt Kirk
Academic Administrator



Health & Safety Advisor

Grade 6 (£36,360 – £46,082) pro rata
Part-time (2-3 days a week, flexible)
Between 9am and 5pm, or as agreed with the Facilities Director



What you will be doing

All Souls College has recently refreshed its Health & Safety management systems and put in place several new policies and procedures. As Health & Safety Adviser, you will oversee and further develop the college's health and safety systems, ensuring they remain compliant with legislation and reflect best practice. You will work with colleagues to carry out and review risk assessments, produce reports and action plans, and ensure that appropriate safety measures are in place across all areas of college activity.

You will advise on day-to-day health and safety matters, from accident investigations and incident reporting to fire safety and first aid provision. Working with the College's Fire Officer, you will develop and maintain fire evacuation strategies and ensure the college continues to meet its obligations under current regulations. You will also play a key role in training and awareness, helping to build a culture of continuous improvement through workshops, briefings and e-learning.

The role is varied and engaging, you may be advising a Head of Department one moment, working with an external consultant the next, and then preparing reports for termly Health and Safety Meetings. No two days will be the same, and your work will directly contribute to the wellbeing of everyone who studies, works or visits the college.

What you will need

We are looking for a confident professional with a NEBOSH Certificate in Occupational Health and Safety (Level 3 or above) and professional membership of IOSH. You should have a strong knowledge of current legislation and practical experience of conducting risk assessments, investigations and inspections.

Good communication skills are essential, as you will be working with a diverse range of people and advising at all levels. Being able to manage your own workload and being comfortable working independently while collaborating with colleagues, are key to this role.

It would be an advantage if you hold a NEBOSH Diploma and have experience of working within a higher education or similarly complex environment.



“There are excellent staff benefits. We are really well looked after. Helen Green, Catering”

How to apply



Applications for the Health and Safety Advisor role should be submitted by email to: **staff.appointments@all-souls.ox.ac.uk** by midnight, Friday 8th January 2027 and should include:

- **A covering letter.** Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- **A CV** including current salary details and contact details of two referees.
- Please complete the online **Equal Opportunities monitoring form** (optional) this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you would like an informal discussion about the post before applying, please contact the Facilities Director, Afshan Sohail: **facilities.director@all-souls.ox.ac.uk.**

Interviews will be held on the 25th or 27th January 2027.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK

OXFORD LIVING WAGE

Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant ccommunity with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.

Scan the QR link to find All Souls College on Google maps

By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).

By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.

By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the College Data Protection Policy.