

Job Description

Job Title: Health and Safety Officer

Reporting to: Head of Engineering and Facilities

Location: Gunnels Wood Road, Stevenage, Herts, SG1 2FX

The Cell and Gene Therapy Catapult (CGT Catapult) is an independent innovation and technology organisation committed to the advancement of cell and gene therapies with a vision of a thriving industry delivering life changing advanced therapies to the world. Its aim is to create powerful collaborations which overcome challenges to the advancement of the sector.

With over 400 experts covering all aspects of advanced therapies, it applies its unique capabilities and assets, collaborates with academia, industry and healthcare providers to develop new technology and innovation.

The Cell and Gene Therapy Catapult works with Innovate UK.

Purpose of Role:

To coordinate and support the business on all aspects with regards to health and safety to prevent accidents, injuries, and work-related illness in the workplace. Create and implement health and safety policies in accordance with the latest legislation. To establish, manage and monitor standards, processes, communications, training, and systems to ensure all responsibilities associated with Health and Safety with Cell and Gene Therapy Catapult are adhered to.

Key Accountabilities:

- Ensure a safe workplace environment identifying and mitigating risk to health and safety
- Ensure the Company meets its statutory obligations in all areas pertaining to health, safety and welfare at work, including statutory training and reporting
- Co-ordinate the development of health & safety policies, systems of work and procedures
- Ensure that all health and safety policies, procedures, rules and regulations are adhered to and are regularly reviewed, updated and communicated
- Co-ordinate the collaborative cross function safety champions and ensure actions and responsibilities are completed in a timely manner
- Ensure the completion and regular review of risk assessments for all work equipment and operations
- Ensure that all accidents, near misses, and observations are documented, investigated and recommended improvements are implemented
- Establish a full programme of documented health & safety inspections, audits and checks are carried out, fire drills and fire alarms are correctly reported, safety inspections, risk assessments and lone working procedures are managed, and employees are aware of their responsibilities and obligations
- Establish a structured programme of health & safety training throughout the Company, ensuring that complete and accurate health and safety and training records are maintained

- Liaise with external health and safety consultants in the provision of training programs and health and safety services
- Manage and devise the agenda for, chair and formulate & distribute minutes for the Health & Safety Committee meetings ensuring that all agreed action points are completed within deadlines
- Keep up to date with, and maintain a working knowledge of all aspects pertaining to health, safety, and welfare at work legislation (including HSE requirements) and communicate relevant changes to the business as required and appropriate
- Provide regular reports to stakeholders on relevant health and safety activities
- Chair monthly collaborator meetings relevant to health & safety matters and enhancing the culture across multiple organisations
- Liaise with suppliers and third parties in relation to Health and safety events/ Inspections i.e., Insurers, solicitors Etc
- Any other reasonable duties which may be required by management from time to time

Experience:

- A minimum of 3+ years recent and relevant experience in a similar role
- Provision of legally compliant advice to managers/supervisors
- Responsibility of undertaking H&S investigations and subsequent actions
- Experience of formulating, implementing, and revising H and S strategies, policies and procedures

Knowledge / Skills / Competencies:

- Highly motivated, pragmatic, and practical to support the mission of the Cell and Gene Therapy Catapult to accelerate the development of a commercial cell and gene-based therapy industry in the UK
- Desire to establish a high-profile career within cell and gene sector and the personal drive to help push the sector to be a commercial success.
- High-level interpersonal, communication (oral and written) skills and emotional intelligence
- A “roll your sleeves up” hands-on attitude towards varying work assignments
- Resilient, with the ability to manage multiple and varied tasks and prioritise workload within a fast-paced professional environment, with a strong attention to detail
- Flexible and pragmatic, able to learn quickly and respond flexibly to project needs and priorities
- Project ownership and pride in its delivery
- Flexibility towards work assignments and new learning
- Ability to work well under pressure, to work independently and to be able to take the initiative when completing tasks
- Ambitious, collaborative, driven
- Comfortable operating autonomously once goals and objectives are set
- Able to evaluate complex situations and find solutions for them in a professional manner
- Accurate with strong attention to detail
- Ability to quickly establish credibility and build rapport and trust
- Proven ability to engage constructively with colleagues at all levels across different departments to deliver objectives and to respond to a wide range of customer and management needs
- Proven diplomacy skills with diverse groups of internal and external stakeholders
- High degree of motivation, problem solving skills and innovative thinking
- A good team player with a hands-on approach, and adaptable to new challenges
- Experience of standard Microsoft packages

- A positive attitude towards learning, personal and professional development
- Keeps up to date with professional knowledge, expertise and best practice.
- Willingness to travel
- A proven history of management skills in project delivery
- Experience of working in a small organisation with a pragmatic attitude
- Accepts own mistakes - prioritise team over personal goals
- Driven and proactive - goes above and beyond the call of duty to achieve company results
- Leads and inspires colleagues
- Understands innovation and the impact of disruptive technologies as well as drivers of change and new ways of working across industry, processes, people, and culture
- Strong influencing and leadership skills. Understands influencing, stakeholder management and negotiation strategies
- Confidential in all matters
- Calm in stressful situations

Education / Qualifications

- NEBOSH Diploma (or General certificate working towards diploma)
- NEBOSH Environmental Certificate
- Fire safety and risk management
- COSHH Assessor
- IOSH Managing Safely

CGT Catapult is committed to providing an equal, diverse, and inclusive work environment where everyone's contributions are valued. We celebrate differences, empower, and inspire everyone, because when everyone is included, everyone wins. In 2024, we received bronze accreditation from Inclusive Employers.