**JOB DESCRIPTION**

This form summarises the purpose of the job and lists its key tasks.

It may be varied from time to time at the discretion of the RVC in consultation with the postholder.

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| **Job Title:** | Health and Safety Advisor  Biological and Dangerous Goods Safety Adviser  Full Time - Permanent | **Job ref no:** | HR-0310-24A |
| **Grade:** | 6 | **Department:** | Human Resources  Professional Services Department |
| **Accountable to:** | Corporate Health and Safety Manager | **Responsible for:** | N/A |

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| **Job summary:**  This senior role within the Corporate Health and Safety Team provides specialist advice on the safe handling, storage, containment, disposal, and shipment of biological materials. They will also advise on the import, export, and transportation of Dangerous Goods at the RVC.  The post holder will hold a biological sciences degree and may hold professional qualifications in biological safety and the carriage of dangerous goods. The post-holder will provide the following.   * Advice and training in the management of pathogens and shipment of pathogens * Updated documentation including policy, guidance, and procedures on the safe handling of pathogens and shipment of dangerous goods in line with national and international legislation. * Provision of specialist advice and ensure compliance on the safe handling of GMOs, SAPO pathogens, Schedule 5 pathogens and ACDP HG 2 and 3 and their containmentfor *in vitro* and *in vivo* activities. * Attend Safety Groups and user meetings as required. |

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| **Competency: Communication**  **Key tasks:**   * Provide oral and written reports to Safety Groups and meetings including GMSC, Biosecurity and Infection Control Group, CL 3 user group and others as required. * Write and update (in line with national and internal legislation) relevant policies, guidance, operating procedures related to the shipment and handling of dangerous goods and the safe use of biological material. * Assist in the preparation of a dangerous goods annual report. * Ensure the SAPO licence applications, consents, GM Contained Use notifications are submitted as required to regulatory bodies. * Act as a key point of contact for regulatory inspections and investigations for biological agents (including GMOs) |
| **Competency: Provision of specialist advice**  **Key tasks:**   * Provide specialist advice on the importation, exportation and packaging requirements for dangerous goods including infectious substances. * Co-ordinate the accredited training for employees for shipment of infectious substances by air (IATA) * Provision of a training module on Biosafety for staff and students * Provision of advice for employees writing biological risk assessments, GM risk assessments and import licence applications. * To provide specialist advice in investigations following incidents and accidents (relating to infectious substances or transport of dangerous goods) * To provide advice and input in the writing and updating of codes of practice for the CL3 laboratories at Hawkshead * To assist with the development and management of the pathogen inventory |
| **Competency: Knowledge and experience**  **Key tasks:**   * To undertake personal continuing professional development in order to maintain key competencies required for the role and to keep abreast of current changes in biosafety and dangerous goods legislation. |
| **Competency: Liaison and Networking**  **Key tasks:**   * Collaborating within the ‘Organisational Effectiveness’ team to ensure that RVC promotes a safe, supporting, and enriching environment for staff and students. * To liaise with the regulatory bodies related to compliance with the handling of and transportation of infectious substances and dangerous goods and provide assurance of compliance to regulators. To include, but not limited to HSE, Environment Agency (EA), National Counter Terrorism Office (NaCTSO) and Department for Transport (DfT). * To maintain networks with bodies including ISTR, USHA and BSO regional Safety Groups to ensure that best practice is shared and implemented |
| **Flexibility:**  To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work not specifically referred to above. |