

Specialist Adviser in Radiation Protection Safety Office

Closing date: 19 May 2024
Job Reference: AS41305



Specialist Adviser in Radiation Protection

Salary:

£40,521 - £54,395

(An additional market supplement may be available – see Terms of Appointment)

Contract:

Permanent

Location:

Cambridge

Faculty / Department:

HS&RF / Safety Office

Responsible to:

Head of Radiation Protection

Working Pattern:

Full Time, hybrid working

The Safety Office is part of the Health, Safety & Regulated Facilities Division and our mission is to assist all sectors of the University in managing health and safety, by delivering professional services in support of teaching and research.

The role is within the dedicated radiation protection team providing radiation protection services to the university.

Reporting to the Head of Radiation Protection (an experienced RPA, RWA and LPA), the role provides practical radiation protection services including auditing, training and expert advice to departmental staff, students and committees on radiation protection.

Services range from specialist measurements of radiations and calculation of environmental impact of radioactive discharges, through advice on laboratory design and control measures, to assisting with or providing regular and bespoke training courses for groups on radiation safety and risk assessment. The role-holder deputises for the Head of Radiation Protection in their absence.

The role holder has sufficiently developed competencies needed to act as an RPA, RWA and/or LPA under the safety legislation and is either qualified under the relevant body approved by HSE (RPA2000) or has reached equivalent level of competency.

The role holder is expected to develop competencies in other areas of radiation protection, and will be supported in gaining further relevant accreditations.

Key tasks

Carry out all tasks under direction of the Head of Section and within professional legal competencies.

Deputise for the Head of Radiation Protection in their absence, within legal competencies.

Provide comprehensive, expert advice in response to the needs of the University.

Develop and promote University policy and guidance documents on radiation protection.

Carry out tasks on behalf of the University relating to radiation management to ensure compliance with legislation. This includes major projects (e.g. preparation of safety assessments) as well as day to day service provision.

Carry out specialist management audits to monitor and advise departments on compliance.

Carry out monitoring or measurement of radiation and produce specialist reports.

Survey, collate and analyse information on existing and new work and provide summary reports as required.

Assist in managing services e.g. arrangements for radioactive waste disposal, dosimetry services and monitor test services.

Prepare and issue annual data returns to the Environment Agency.

Liaise with advisory bodies and external enforcement authorities.

Attend national conferences, seminars and courses to represent the University, and to contribute towards continuing professional development.

Provide induction training for new appointments to statutory roles across departments.

Support delivery of training courses, including developing bespoke courses and other strategies to increase awareness and competency, including online training delivery.

Promote good practice and assist in networking, refresher training, annual updates and other events.

Person Specification

Essential criteria

Experience and knowledge

First science degree, with relevant occupational and practical experience in the Physical or Biological Sciences within a research environment.

Significant relevant experience at statutory advisory level, providing advice to management and staff.

Experience in supervising areas of work which are subject to strict regulatory control and supervising staff in these areas.

Qualifications

Demonstrable knowledge of the relevant legislation, international standards and good practice.

Hold, or has attained equivalent level of competency (prior to submission of portfolio) to gain professional accreditations under schemes acknowledged by Regulatory Bodies (HSE or the Environment Agency) as competent for these purposes (i.e. RPA2000).

Radiation Protection qualification i.e. MSc Radiation Protection, Certificate of Professional Development in Radiation Protection, UKHSA Radiation Protection Training Scheme Core of Knowledge Modules (or equivalent).

Skills

Excellent written and verbal communication skills in communicating specialist information.

Ability to make sound and practical judgements about compliance.

Ability to organise, schedule and lead inspections, audits, liaison meetings and working groups.

Additional Requirements

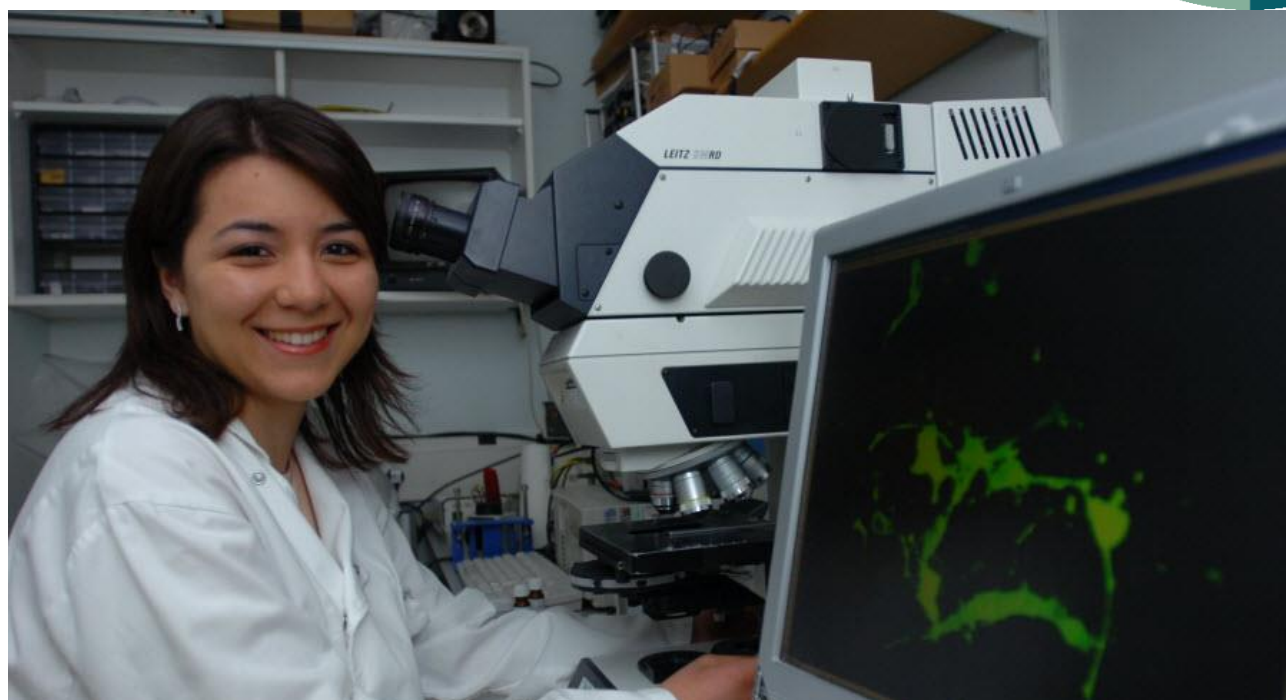
Occasional out of hours working and emergency response assistance.

Ability to deliver specialist training.

Accuracy and attention to detail in checking records

Professional Services Values

Developed by professional services staff, our values underpin everything we do. By living the values in the work we do, we hope to foster an environment where staff feel empowered. The values encourage staff to; work together and share skills to create a sense of community, act with integrity, take an inclusive and fair approach and develop honest and open relationships that are underpinned by our shared values. We encourage applicants to consider these values within their application.



The Safety Office

The Safety Office is a central resource for health and safety, complementing and supporting all the varied aspects of working at the University. The Office contributes to University success through the promotion of a safe and healthy place to work, study, visit and enjoy. Accordingly, it is the mission of this Office: *“to assist all sectors of the University in taking control of their safety management, by delivery of professional services in support of their requirements.”* By working together, our aim is to make health and safety wholly integrated into the overall good management of the University.

Division of Health, Safety & Regulated Facilities

The Division comprises: Safety Office, Occupational Health Service, Staff Counselling Service, Security Office, Communicable Diseases Team and University Biomedical Services.

Terms of Appointment

Tenure and probation

Appointments will be subject to satisfactory completion of a probationary period which will be set dependant on the length of tenure.

Hours of Work and Working Pattern

The hours of work for the position are full-time / 37 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of [USS \(Universities Superannuation Scheme\) – a hybrid pension scheme](#).

Annual leave

Full time employees are entitled to annual paid leave of 41 days inclusive of public holidays.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate

will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Screening Checks:

This role requires a security check. Any offer of employment we make to you will be conditional upon the satisfactory completion of this check; whether an outcome is satisfactory will be determined by the University.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment.

[Information for disabled applicants](#).

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact Sarah Boggie.

Market supplement and relocation costs

It may be possible to offer a supplement to the salary range stated for this position. Any such supplement would be awarded on the basis of qualification, a demonstrable history of outstanding achievement and an expected future level of contribution and is entirely at the discretion of the University.

For those relocating to Cambridge the University also has a scheme to provide financial assistance (up to £8,000) with relocation costs.

The University

The University of Cambridge is one of the world's oldest and most successful universities. We are a renowned centre for research, education, and scholarship that makes a significant contribution to society. The University is consistently ranked amongst the top universities in the world. Our affiliates have won more Nobel Prizes than any other University.

Our sustained pursuit of academic excellence is built on a long history of world-leading teaching and research within a distinctive collegiate system. For eight centuries our ideas and innovations have shaped the world. Our principal goal is to remain one of the world's leading universities in an increasingly competitive global higher education sector. Today the University of Cambridge is at the centre of a cluster of over 4,300 businesses employing 58,000 people.

Our capital investment projects include academic and commercial growth at both the West Cambridge Innovation District, and the Biomedical Campus in the south of the city. Eddington, in North West Cambridge, is a mixed-use development including key worker housing for staff, a community centre and a new primary school, managed by the University. Through these projects, the University is deeply embedded in, and committed to serving, our local community. These are all conspicuous signs of a University that is not only adapting to new needs, but also anticipating the future.

Our mission is to contribute to society through the pursuit of education, learning, and research at the highest international levels of excellence. Our core values are:

- freedom of thought and expression; and
- freedom from discrimination.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Cambridge graduates and researchers have made – and continue to make – a colossal contribution to human knowledge and the understanding of the world around us. Their work touches on the lives and livelihoods of everyone from patients diagnosed with life-threatening diseases, to residents of areas critically affected by climate change, to children growing up in conflict zones. It has a lasting impact on our society, our economy and our culture: the world is truly a better place thanks to their efforts.”

Stephen Toope, Vice Chancellor 2019



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 23,000 students and over 16,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

We offer a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with our continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and we continue to redevelop our historic city centre sites demonstrating our determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality & diversity

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45 minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit <https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of staff with the costs of relocating to Cambridge.

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit <https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.

Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.



CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 18 weeks full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high quality holiday Playscheme may be available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group is an organisation within the University run by volunteers whose aim is to help newly arrived wives, husbands, partners and families of Visiting Scholars and members of the University to settle in Cambridge and give them an opportunity to meet local people. The Postdoc Academy supports the postdoctoral community within Cambridge. Further details are available here: <https://www.postdocacademy.cam.ac.uk/>

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to:

Ms L Yates

Email: Lisabeth.Yates@admin.cam.ac.uk

If you have any queries regarding the application process, please contact **Mrs S A Boggie:** safety@admin.cam.ac.uk

The closing date for applications is: 19 May 2024.