



UNIVERSITY OF LEEDS

CANDIDATE BRIEF

Health and Safety Manager (Construction Lead), Wellbeing Safety and Health



Salary: Grade 8 (£40,792 – £48,677 p.a.)

Reference: CSHSW1033

We will consider flexible working arrangements

Health and Safety Manager (Construction Lead) Wellbeing, Safety and Health, HR Directorate

Are you an experienced Health and Safety Construction professional looking for a new challenge? Do you have the expertise to support an ambitious team in a challenging and ever changing environment? Are you passionate about driving forward occupational health and safety management systems? Do you have the ability to engage with a wide variety of internal and external stakeholders and assist in the delivery of a varied and responsive service strategy?

We are looking to appoint a safety professional with experience of providing occupational health and safety advice in relation to construction, facilities management and associated activities. You will assume responsibility for developing and implementing strands of the services safety strategy relating to construction and contractor management working in partnership with members of the service, colleagues across the University and external design teams to drive continual improvement against set objectives.

You will provide effective and proportionate advice and training using your previous experience to ensure a suitable contractor safety management system is in place.

A flexible and supportive but dynamic approach will be required. You will also be required to take the lead on University or service wide projects.

What does the role entail?

As Health and Safety Manager, your main duties will include:

- Ensuring delivery of an excellent, effective, customer focused and proportionate health and safety provision within the service;
- Supporting the service in the development, maintenance, monitoring and reviewing of the University's Occupational Health and Safety management arrangements, including the implementation of comprehensive processes relating to construction and contractor management across the University;
- Supporting the delivery and the development of a consistent service strategy at Faculty / Service level engaging and establishing strong working links with key internal and external stakeholders;
- Communicating complex messages to a wide range of stakeholders through



- expert advice and guidance via training, presentations, contractor meetings etc;
- Developing/supporting the delivery of the service health and safety training programme including contractor inductions;
 - Having oversight of high risk construction activities and processes relating to the built environment and provide support to the University;
 - Being a key stakeholder in critical review of construction plans and feasibility studies including associated maintenance and access strategies;
 - Leading the University Contractor Management systems and permit to work processes;
 - Leading the process for University construction service providers - vetting, tender process and evaluation procedures;
 - Taking the lead on behalf of the University in investigating and producing reports for construction and contractor incidents;
 - Providing out of hours cover in the case of an emergency situation;
 - Being an active member of the Health and Safety Team, working closely with management in developing, maintaining and monitoring construction activities;
 - Promoting a culture of continuous improvement, identifying changes and enhancements to health and safety through analysis and awareness of internal and external developments, influencing managers and other key stakeholders;
 - Delivering innovative ways of maintaining high levels of health and safety management across all construction activities, increasing collaboration and diminishing silo working;
 - Providing competent, solutions orientated health and safety advice, support and guidance across the Service to provide information for a range of committees and groups;
 - Leading on construction assurance monitoring/ compliance and support the delivery of the process (Initiate, deliver, monitor and audit the implementation of policies and procedures by both internal and external staff relating to contractors);
 - Supporting the achievement and maintenance of the University external certification and the transition from OHSAS 18001 to ISO45001.

These duties provide the core functions for the role and should not be regarded as a definitive list. Other reasonable / specialist duties may be required consistent with the needs of the post.



What will you bring to the role?

As Health and Safety Manager (Construction), you will have:

- A NEBOSH Diploma or working towards or an equivalent level health and safety qualification;
- Chartered membership of IOSH or working towards or equivalent;
- Suitable experience of operating with a senior level of professional responsibility within a large organisation;
- Extensive up-to-date knowledge and understanding of the UK health and safety regulatory framework and current best practice for construction;
- The ability to work as an effective team member to develop and achieve strategic aims and manage challenging deadlines;
- The ability to work in a self-reliant, logical problem solving way, able to work under pressure, identify needs and priorities, set achievable targets and evaluate progress;
- Well-developed interpersonal and communication skills including experience of engaging with a wide range of audiences, developing positive working relationships with colleagues and senior internal and external stakeholders to deliver results;
- Commitment to maintaining membership of relevant professional organisations and personal health and safety competence through continuing professional development;
- Experience of using the Microsoft Office suite of applications.

You may also have:

- Experience of managing health and safety in service ducts, working at height, crane lifts, and confined spaces;
- Experience of working in a customer focussed service environment;
- Good knowledge of FM safety, i.e. fire management, legionella, asbestos, maintenance safety requirements etc;
- Experience of transport logistics and pedestrian safety;
- Experience of dealing with auditing, including an understanding of OHSAS 18001/ ISO45001;
- A NEBOSH construction certificate.



How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23:59** (UK time) on the advertised closing date.

Contact information

To explore the post further or for any queries you may have, please contact:

Lynn Clarke, Head Health and Safety Services

Tel: +44 (0)113 343 4207

Email: L.M.Clarke@leeds.ac.uk

Claire Copley, Senior Health and Safety Manager

Tel: +44 (0)113 343 5352

Email: C.Copley@leeds.ac.uk

Additional information

Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

Candidates with disabilities

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at disclosure@leeds.ac.uk.

Criminal record information

Rehabilitation of Offenders Act 1974

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.



Any offer of appointment will be made in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

