

1 Advertisement

Post Title: Senior Construction Health & Safety Manager

School/department: Estates, Facilities and Commercial Services

Hours: 37.5 hours, 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Permanent position.

Reference: 21080

Salary: starting at £45,585 up to £61,198 per annum plus a reviewable market supplement.

Placed on: 04 September 2023

Closing date: 27 September 2023. Applications must be received by midnight of the closing date.

Expected Interview date: To be confirmed

Expected start date: To be confirmed.

We require an experienced Senior Construction Health & Safety Manager to manage and deliver the Capital Projects Teams' health & safety objectives and safety culture by implementing compliant processes, evaluating implementation, and managing compliancy and construction health & safety aspects of capital projects.

The successful candidate will manage all construction health & safety aspects of the project lifecycle including scope, timelines, resources, budget, risks and issues, relationships, training and communication. Generally, this will be for longer term or more complex projects requiring significant levels of stakeholder collaboration.

The Construction Health & Safety Manager will develop and implement rigorous health & safety planning and culture and ensure it is delivered by appropriate parties including during the design and construction of the projects and the appropriate approach to construction delivery. This will require the ability to undertake analysis with the ability to make complex decisions and obtain buy in of stakeholders. Responsible for ensuring appropriate risk assessments, method statements and project management documentation, etc., is completed and subjected to the appropriate project governance methodology.

Please contact Nigel Rippon, Head of Capital Projects, by email to n.p.rippon@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome

applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

Please find further information regarding the school/division at

<http://www.sussex.ac.uk/sef/>

<http://www.sussex.ac.uk/schoolsandservices/professionalservices/estates-facilities>

3. Job Description

Job Description for the post of: Senior Construction Health & Safety Manager

Department: Estates, Facilities and Commercial Services

Section/Unit/School: Estates and Facilities Management

Location: Bramber House, University of Sussex

Grade: 8

Responsible to: Head of Capital Projects

Responsible for: Capital Projects Construction Health & Safety

The University of Sussex is a leading higher education and research institution. The first of the new wave of UK universities founded in the 1960s, receiving its Royal Charter in 1961. The University has a beautiful and diverse estate located in Falmer, to the east of Brighton and Hove. It is situated in the South Downs National Park and has amongst its buildings a core heritage estate designed by Sir Basil Spence.

The University has developed a £300 million masterplan – a programme of investment to modernise and improve the campus so that we can provide the best facilities for our students, academic and professional staff, and the local community. The masterplan provides a framework for the future development of the campus and includes projects to provide new state-of-the-art academic and research facilities; a new student village consisting of 2,000 new student rooms on campus to support the University's growth plans; and significant investment in the preservation of Sir Basil Spence's famous listed buildings and surrounding landscape.

The University requires a Senior Construction Health & Safety Manager to lead and manage all aspects of construction health & safety for the Capital Programme as part of the Estates Strategy delivery.

The successful candidate will possess a proven track record of leading construction health & safety programmes of projects including both refurbishment and new build schemes. You will have proven team leadership experience, with the capability to lead

internal staff members as well as external project teams. This role will suit professionals with excellent communication and leadership skills, with the ability to operate successfully at a senior level across a diverse range of stakeholder groups.

Main accountabilities and responsibilities.

- Managing the safe delivery of capital projects and/or complex capital and small works projects including infrastructure, new build, refurbishments, and improvements across the Sussex estate.
- Leading on the development and delivery of policy, procedures, and safety standards in relation to construction projects.
- Providing health and safety advice to the University Capital Projects team, consultants, and contractors.
- Managing and reporting on audits/inspections on all construction and infrastructure projects.
- Monitor adherence to institutional and regulatory standards through assurance activity including internal and external compliance checks.
- Providing an interpretation of any changes in legislation before disseminating key content to relevant members of the Capital Projects and other Estates Teams.
- Incident and near-miss investigations.
- Lead on developing, delivery and implementation of best practice to promote a safe working culture.
- Leading key stakeholder health & safety engagement and integrating project delivery to ensure projects are safe for all.
- Leading, appointing, managing, and directing internal project safety teams and external health & safety and Principal Designer (PD) consultants.
- Deliver health and safety briefing sessions and toolbox talks as required.

To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

4. Person Specification

ESSENTIAL CRITERIA

- Hold relevant health & safety accreditations and professional memberships and be able to work in partnership with the university's Health & Safety Team.
- A formal NEBOSH Construction Certificate/NEBOSH General Certificate with a minimum of Tech IOSH Status.
- Membership of appropriate professional institute.
- Sound track record of initiating and managing health & safety on large-scale projects within a complex organization.
- Highly organised with the ability to manage multiple project streams. Ability to prioritise, delegate and execute tasks in an environment with competing demands.
- Ability to collaborate and build effective relationships with, and command the respect of, a wide range of stakeholders, including senior staff members, influencing as necessary and resolving conflict.

- Demonstrably strong leadership, influencing, negotiating and communications skills with the ability to listen and respond to the needs of a wide range of stakeholders at all levels.
- Excellent construction technical expertise and analytical skills with the ability to assess complex data, generate effective solutions and make effective decisions.
- Excellent oral and written communication skills, as well as an ability to communicate technical and complex messages effectively with all levels of staff.
- IT literate - proficient with Microsoft Office, Teams, and cloud-based systems.
- Stakeholder management experience and excellent communication skills.

ESSENTIAL ROLE-SPECIFIC CRITERIA

- A thorough working knowledge of the CDM (2015) regulations and the individual role requirements, (Possibly has successfully completed an accredited course through the Association for Project Safety (APS)).
- Construction health & safety project management.
- Proven experience in the delivery of safe working practices on projects or a programme of works over £50m.
- Relevant experience in a project and programme role with responsibility for procuring and managing health & safety on capital projects.
- Strong knowledge and experience of best practice health & safety management on internal and external supply chain management.
- Experience of managing health & safety on capital construction projects gained working in higher education or other large complex organisations.
- A track record of delivering high quality health & safety services and health & safety change management.
- Minimum 3/5 years' experience of managing H&S in a construction environment, (preferably within the Higher Education sector or a highly regulated industry).

DESIRABLE CRITERIA

- Track record of working on projects of a technically complex nature, ideally in the research / healthcare / science sectors.
- Developing systems and procedures.
- A working knowledge of construction project planning/programming software and logistics planning and management.
- A working knowledge/understanding of the RIBA Plan of Work 2020 process.
- Knowledge of NEC form of contract.
- Knowledge of working within buildings which have Listed status.