

## H&S Manager Job Description

This recruitment campaign is being managed by **OCS Group UK** on behalf of **Sussex Estates and Facilities LLP (SEF)** - which is a partnership formed between OCS and the **University of Sussex**. SEF is the direct employer for this role and is responsible for delivering facilities management services across the University of Sussex estate.

OCS is proud to partner with the University of Sussex in this long-term collaboration. With a workforce of over 50,000 colleagues and a turnover exceeding £2 billion, OCS is a market leader in delivering innovative and award-winning services across facilities management, including hard services, cleaning, security, and catering. These strengths underpin our commitment to excellence in the SEF partnership.

Our shared mission is to enhance the University campus by ensuring it operates smoothly and efficiently, aligning with the University's values and commitment to sustainability. Together, we are dedicated to making the campus a better place for students, staff, and the broader community. The partnership is built on the core values of **Trust, Respect, Unity, and Empowerment**, guiding how we work and deliver services.

## About the role

To undertake operational "Lead" for all H&S requirements across the delivered services undertaken by SEF.

To provide expert H&S advice and guidance to the full operational team in the SEF structure and provide guidance and support to all SEF employees.

To assist OCS UK&I develop and maintain a positive approach to H&S by coaching, supporting, advising and guiding senior managers and operational teams on this TFM contract in relation to Health and Safety matters.

The role is crucial in embedding the SEF Occupational Health & Safety Management system (OHSM) and effectively monitoring and managing the safety protocols to ensure compliance of SEF and the UoS Policies where applicable.

The role will also maintain and develop oversight activities of all Health, Safety working closely with the SEF Operational contract team and UoS personnel to continually improve the safety culture and working practices.

## Key Tasks & Responsibilities

### Functional

- Provide clear direction, expert advice and guidance to the SEF operational teams, including operational directors, senior managers and operational management on effective and robust H&S compliance.
- Review, develop and advise on the implementation and embedding of the SEF H&S Management system under the Direction of the relevant Head of QHSE.
- Ensure risk assessments and safe systems of work are suitable, sufficient and communicated, undertaking reviews deemed
- To support delivery of completion and report on the SEF annual action plan.
- To assist with development and implement initiatives to drive continual improvement

- To embed a strong reporting culture for all hazard, near-miss events and incidents using the EcoOnline reporting platform
- Assist operational managers undertaking accident and incident investigations, in adherence with the SEF Incident Management SOP and support where necessary ensuring investigations are robust with root and underlying causes identified, recommendations in conjunction with management to facilitate corrective and preventative action and sharing of lessons learnt.
- To liaise, as required, with any enforcement authority (e.g. HSE, EHO, Fire Authority etc) carrying out an investigation involving SEF and to co-ordinate any requests from that authority
- Ensure first aid needs assessment for SEF are suitable and sufficient and ensure suitable systems are in place for managing the number of SEF first aiders and SEF first aid provisions.
- Assist with disability discrimination assessments, ensuring detailed reports and recommendations are produced, shared with all relevant stakeholders and acted upon
- To represent SEF at health and safety meetings with the UoS and any working groups providing specialist reporting, knowledge and guidance on health, safety requirements.
- Provide competent H&S Advice to the UoS on request
- To ensure confidence in the role by actively building effective working relationships with UoS and other stakeholders representatives.
- To work collaboratively and constructively with the relevant head of QHSE.
- Maintain collaboration and develop a positive relationship with specialist contractors and suppliers to ensure a consistent and seamless delivery of H&S for all services and activities they provide
- To support contract management to manage effectively health, safety matters and to be capable of taking appropriate and timely corrective action when required
- To work collaboratively and constructively with other members of the SEF Management Team to ensure a consistent and seamless delivery of H&S compliance for both Hard and Soft FM, (PPM's, remedial activities, reactive calls, small works, cleaning, catering, pest) services across the contract
- To liaise with the SEF compliance manager in the development of the contract specific compliance plan(s), processes, inspection/ audit schedules enabling simplicity of access, easy understanding and full implementation
- To liaise with the SEF management team and support functions, where required, to review and enhance processes and procedures to help drive improvements in service delivery and efficiencies.
- Manage up-skilling of operational management so that their H&S competence, confidence and abilities are enhanced
- Assist and collaborate with the operational management team in ensuring the training matrix remains up to date, training plans are implemented and assist with the delivery of statutory and mandatory H&S training
- Complete regular detailed reviews of Duty Holder matrix(s), ensuring and gaps identified in appointments are raised to both SEF management and senior leadership team
- Advise operational management on written appointments for RP's, AP's and CP's
- To manage a programme of independent H&S audits at least annually, both scheduled and unscheduled across the SEF service streams, with detailed reports, identifying both good practice and gap analysis, implementing subsequent remediation plans and report on trend analysis to drive continual improvements
- Assist with facilitating and hosting of external audits.
- Regularly inspecting and auditing workplace practices to ensure adherence to policies and regulations
- Manage production of monthly H&S scorecards including both leading and lagging indicators and present at SEF Snr Management Team to ensure appropriate discussion and subsequent actions
- Implement suitable fire and emergency plans in conjunction with the UoS and other stakeholders and ensure these are communicated and tested.

## General

- Avoid conflict of interests between personal interests and the interests of the SEF
- Exercise independent judgment, reasonable care, skill and diligence when carrying out their duties
- Adhere to and promote the SEF policies on equality & diversity, information security, health and safety and data protection in the performance of their duties
- Support and promote the SEF sustainability plans and policies and carry out duties in a resource effective way, recognising the shared responsibility of minimising negative environmental impacts wherever possible.
- Ensure understanding of the role's BCDR responsibilities included in job and site inductions, action cards, and the communications plan
- Provide advice and support on the operation of the PTW office and undertake audits ensuring strict compliance with the PTW procedure.
- Liaise with and advise on matters that impact with the safety of all parties using University estate.

## Qualifications, Skills Profile and Competencies

The applicant should have the skill and experience to be able to manage hard and soft service delivery, with knowledge of risks and hazards that are likely to result from a University environment incorporating science and engineering research.

## Necessary

- Preferably a NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals (or equivalent) or NEBOSH General Certificate and working towards the Level 6 qualification
- Chartered IOSH status preferred, but at a minimum working toward chartered status
- Comprehensive knowledge and proven history of health and safety statutory requirements in a TFM environment.
- Extensive practical safety management and delivery experience, preferably in higher education environment
- Comprehensive knowledge of SFG20, statutory and regulatory compliance including premises and assets and a working understanding of HTMs
- A credible level of experience in investigating significant events and in dealing with enforcement agencies A good knowledge and understanding of civil claims and criminal enforcement
- Confident when dealing with the enforcing authorities
- Hands-on delivery
- Able to operate and communicate competently with any level of UoS and SEF representatives
- The ability to demonstrate proactive customer relationship management and effective relationship building is essential
- Seek to create a "Just Culture" model learning from mistakes
- Behave in an ethical and sustainable way
- Full UK driver's licence

## Desirable

- A working knowledge of environmental law is preferred
- Be committed to performance excellence
- Seek to be motivational and encouraging
- Have open and transparent communications
- Create constructive and respectful relationships

- Recognise that diversity and difference are assets
- Demonstrate a consistently positive attitude to work
- Seek to ensure all staff are treated fairly.

### **Core Expectations**

- Show flexibility in working arrangements to ensure that a high level of service is delivered
- Self-motivated and able to work effectively in a fast-paced environment
- Have a positive and focused attitude when dealing with all colleagues
- Be able to take personal responsibility
- Have a flexible and positive attitude towards work
- Be keen to continuously improve personal learning and development
- Continuous improvement is a responsibility shared by all staff members.