

## Position: Health & Safety Manager

**Reporting to:** Operations Director

**Department:** Operations

**Salary:** Dependent on experience

**Job type:** Permanent (subject to a six-month probation period)

**Holiday:** 31 days including Bank Holidays (three days over Christmas mandatory) – increases after two-year intervals up to a maximum of 28 days

**Pension:** 6% company contributions

**Location:** Haverhill, Suffolk (CB9 8QP) and sites nationwide

**Benefits:** BrightHR Exchange staff discounts and offers, Specsavers Eyecare Vouchers, Bike2Work Scheme, Training & Development plans

*The job description outlines the primary responsibilities of the role. However, as per business needs, all employees may be required to undertake additional duties when necessary.*

### The Guardtech Group

Guardtech are a rapidly growing, thoughtfully evolving design & build company that produce high-quality, tightly controlled manufacturing facilities (cleanrooms) across the country for the Life Science sector for industries such as Pharmaceutical, Aerospace, Automotive & Medical Device.

The business is doubling in size year on year and is looking for highly dynamic, positive, driven individuals to join our team and share in our incredibly exciting journey.

At the forefront of innovation and sustainability, we are committed to delivering cutting-edge projects that redefine the landscape. Our Operations Department plays a pivotal role in ensuring the success of our ventures by executing efficient and effective operational strategies.

The Operations Department is responsible for translating project plans into seamless and innovative implementations. The team is driven by a commitment to collaboration, education, innovation, and continuous improvement to deliver projects that exceed client expectations and contribute to the industry's advancement.

### Key Responsibilities:

#### Health & Safety Leadership

- Take full control of all Health & Safety policies, procedures, and templates, including their creation, review, and approval prior to issuance.
- Develop and maintain H+S systems and frameworks tailored to cleanroom construction projects.
- Promote and embed a culture of safety ownership across the organization and all project teams.
- Policy & Compliance Management

- Oversee the implementation, monitoring, and continuous improvement of H+S policies and procedures to ensure compliance with legislation and company standards.
- Regularly review and update documentation to reflect changes in law, regulations, or best practices.

### Site Visits & Inspections

- Conduct regular site visits and inspections to ensure adherence to H+S policies and procedures.
- Perform audits and provide reports with actionable recommendations for improvement.
- Project Oversight
- Develop and review Construction Phase Plans (CPPs) and ensure compliance with CDM regulations.
- Conduct risk assessments, review method statements, and provide practical solutions to mitigate risks.
- Provide H+S input during project planning to ensure all phases are safe and compliant.

### Performance Measurement & Reporting

- Implement and maintain systems to track and report on key H+S performance indicators (KPIs).
- Prepare detailed reports on H+S metrics for leadership and project teams.
- Analyse trends in H+S data to identify areas for improvement and implement changes.

### Training & Education

- Deliver H+S training and toolbox talks, with a focus on cleanroom construction environments.
- Ensure all employees, contractors, and visitors understand and adhere to safe work systems.
- Incident Management
- Investigate accidents, incidents, and near misses, and prepare comprehensive reports with preventative measures.
- Act as the liaison with regulatory bodies in the event of H+S issues.

### Key Skills and Qualifications

#### Essential:

- NEBOSH Diploma or equivalent H+S qualification.
- Minimum 5 years of experience in a construction-based H+S role, preferably in cleanroom or high-tech environments.
- Strong knowledge of CDM 2015 regulations, ISO 45001 standards, and other relevant legislation.
- Proven experience managing H+S across multi-disciplinary construction projects.

#### Desirable:

- Experience in cleanroom construction or other high-specification environments.

- Additional certifications such as IOSH, First Aid, or Fire Safety.
  - Familiarity with digital project management tools, including BIM360.
- Core Skills:
- Ability to take ownership of all H+S policies, procedures, and documentation.
  - Excellent analytical and problem-solving skills to identify risks and implement solutions.
  - Strong communication and interpersonal skills to drive a safety-first culture.
  - Competence in implementing and maintaining KPI tracking and reporting systems.

### Management System Compliance

- Operating within the company's ISO 9001 framework.
- Adhering to all company policies and procedures.
- Complying with General Data Protection Regulations.
- Promptly reporting hazardous situations that may lead to health and safety, quality, or environmental losses.
- Maintaining standards of housekeeping to ensure a safe and productive working environment.

### Continuous Improvement

- To communicate and interact constructively with the Design Manager, Operations Manager and other managers in the pursuit of continuous improvement.

### Self-Development

Guardtech recognizes the importance of self-development and actively encourages a culture of continuous learning. Employees are encouraged to be proactive in their own self-development by reading industry publications on cleanrooms, engineering, and building systems.

By staying informed on industry trends and best practices, employees are able to follow best practice guidelines and share new knowledge with their colleagues. Guardtech's commitment to self-development ensures that employees are equipped with the necessary skills and knowledge to excel in their roles.

*To apply, please email a copy of your CV to [j.murphy@guardtech.com](mailto:j.murphy@guardtech.com)*