

Job Description:   
Operational Asset Management Lead

Job Description:   
Health & Safety Manager

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| Function: | | | Universities | | | | | | | |
| Position: | | | Health & Safety Manager | | | | | | | |
| Job holder: | | | TBC | | | | | | | |
| Date (in job since): | | | TBC | | | | | | | |
| Immediate manager  (N+1 Job title and name): | | | Head of Contracts & Compliance | | | | | | | |
| Additional reporting line to: | | |  | | | | | | | |
| Position location: | | | University of Greenwich, Avery Hill, Greenwich & Medway Campuses. (Site based) | | | | | | | |
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| **1. Purpose of the Job** – State concisely the aim of the job**.** | | | | | | | | | | |
| * The role will lead and drive Health,Safety and Quality excellence across the respective campuses. The successful candidate will be responsible for developing, implementing, and monitoring H&S, and Quality management systems, ensuring compliance with all relevant legislation, codes of practice, and client requirements. They will provide robust governance, reporting, and assurance to demonstrate that the university estate operates safely, sustainably, and in line with best practice. * This is an exciting opportunity for a highly experienced and qualified Health & Safety professional to work within a dynamic team on a varied university estate, including historic listed buildings on a world heritage campus. * Supporting the Head of Contracts and Compliance with strategies to embed a strong health, safety, and wellbeing culture across all hard and soft FM service lines. * Building and maintaining strong operational and strategic relationships with clients, stakeholders, and regulatory bodies. * Providing expert H&S advice, guidance, and training, ensuring continual improvement and compliance. * Leading audits, inspections, and investigations, ensuring robust corrective and preventative actions. * Supporting the development of a workplace experience that priorities the safety, wellbeing, and engagement of staff, students, and visitors, aligned with Sodexo’s H&S policies and CSR strategy. | | | | | | | | | | |
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| **2. Dimensions** – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department. | | | | | | | | | | |
| Revenue FY26: £20m |  | EBIT growth: | | tbc | Growth type: | n/a | Outsourcing rate: | n/a | Region Workforce | tbc |
| EBIT margin: | | tbc |
| Net income growth: | | tbc | Outsourcing growth rate: | n/a | HR in Region | tbc |
| Cash conversion: | | tbc |

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| **3. Organisation chart** –Indicate schematically the position of the job within the organisation. It is sufficient to indicate one hierarchical level above (including possible functional boss) and, if applicable, one below the position. In the horizontal direction, the other jobs reporting to the same superior should be indicated. |
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| **4. Context and main issues** – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to. |
| * Maintain the highest standards of health, safety,Quality and wellbeing across the estate, ensuring compliance with Sodexo policies, UK legislation, codes of practice, and client requirements. * Navigate the challenges of a diverse and complex university environment, including historic listed buildings and a wide range of academic, residential, and public spaces. * Identify opportunities to simplify and strengthen H&S processes, driving smarter ways of working while ensuring robust risk management and compliance. * Lead communication, engagement, and awareness campaigns to promote a proactive health and safety culture across all stakeholders. * Support collaboration with service teams, contractors, and clients to ensure continual review, learning, and improvement in H&S performance and reporting. * Balance the need for operational flexibility with statutory obligations, ensuring that safety is never compromised while enabling service delivery. |

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| **5. Main assignments** –Indicate the main activities / duties to be conducted in the job. |
| * Ensuring consistency in the implementation of health, safety, and wellbeing processes and procedures across all hard and soft FM services. * Creating and embedding a culture where safety is the priority, encouraging participation, engagement, and ownership from all staff, contractors, and stakeholders. * Leading on statutory and non-statutory H&S compliance across the campus, ensuring adherence to legislation, Sodexo policies, and codes of practice at all times. * Providing accurate and timely reporting on H&S performance, incidents, audits, and KPIs, ensuring transparency and continuous improvement, using appropriate recognised reporting models and incorporating using the clients safety reporting tools * Supporting and, where required, leading investigations into accidents, near misses, and incidents, ensuring robust corrective and preventative actions are taken. * Requirement to be on call and provide support in out-of-hours emergency situations, ensuring effective incident management and escalation. * Delivering training, inductions, and awareness programmes to ensure all employees, contractors, and visitors understand and comply with H&S requirements. * Working proactively with colleagues and clients to identify risks, trends, and opportunities for innovation in H&S management. * Carrying out other reasonable tasks as directed by senior management to meet the operational and safety requirements of the business. |

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| **6. Accountabilities** –Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities. |
| * Supporting the Head of Contracts and Compliance and wider leadership team to ensure the contract maintains full compliance with all statutory and regulatory Health & Safety obligations, reducing risk and liability across the campus. * Lead and embed a positive safety culture, ensuring that strategic objectives around health, safety, and wellbeing are clearly communicated, understood, and achieved by all teams and contractors. * Provide clear reporting and actionable insight on H&S performance, enabling the business and client to make informed decisions that drive continual improvement. * Ensure effective risk management processes are in place, reducing the likelihood of incidents, accidents, and enforcement actions, while supporting safe and efficient service delivery. * Drive continuous improvement in H&S standards, ensuring Sodexo is recognised as delivering best practice in safety management to its clients and stakeholders. |

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| **7. Person Specification** –Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively |
| * Minimum 3 years’ experience of delivering successfully in a similar Health & Safety management role within a complex, multi-service environment. * Extensive demonstrable experience of managing H&S across large, diverse estates, including both hard and soft FM services. * Ideally a background in construction, building services, Facilities Management * Strong leadership ability with experience in driving a positive safety culture and influencing behaviours at all levels. * Experience in developing and implementing H&S strategies, policies, and procedures that achieve compliance and promote continual improvement. * Demonstrable experience in negotiation, influencing, and engaging with clients, contractors, and regulators to achieve safe outcomes. * In-depth knowledge of health and safety legislation, codes of practice, auditing, and risk management methodologies. * Experience of leading accident/incident investigations, root cause analysis, and delivering corrective/preventative actions. * Competent in the use of H&S management systems, reporting tools, and analyzing data to identify trends and inform decision-making. * Highly experienced in the use of Microsoft Office suite, particularly Excel, Word, and PowerPoint, for reporting and presentations. * Excellent communication and interpersonal skills, with the ability to foster long-term relationships and influence behaviours. * Experience of managing quality, compliance, and assurance frameworks. * Analytical and pragmatic approach to problem solving, with evidence of data-led decision making. * Flexible, resilient, and able to overcome challenges while maintaining focus on continual improvement in safety performance. * Ability to work collaboratively across functions, with clients and suppliers, to ensure safe service delivery. * Understanding and knowledge of ISO45001 Health and Safety and ISO 9001 Quality Management Systems   **Essential**   * NEBOSH Diploma (or equivalent Level 6 Health & Safety qualification). * Chartered Membership (CMIOSH) or working towards Chartered status (GradIOSH acceptable with evidence of progression). * Formal training/qualification in accident investigation and root cause analysis. * Evidence of continuous professional development (CPD) in Health & Safety. * Full UK driving license and willingness to travel across multi-site campus locations. * Highly experienced in all Microsoft office suite, MS Excel, MS Office, MS PPT * Excellent communication and interpersonal abilities with aptitude in fostering long term relationships. * Experience of controlling quality * Analytical approach to data led decision making. * Flexible with the ability to overcome challenges whilst looking for continual improvements to service delivery. * Ability to work across functions and with client and suppliers to achieve outcomes. |

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| **8. Competencies** – |
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| **9. Management Approval** –To be completed by document owner |
| |  |  |  |  | | --- | --- | --- | --- | | Version | 1.0 | Date | 09/2025 | | Document Owner | Fiona Stewart | | | |

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| **10. Employee Approval** –To be completed by employee |
| |  |  |  |  | | --- | --- | --- | --- | | Employee Name |  | Date |  | |