

# Occupational Health & Safety Manager

**Employer:** East West Railway Company

**Location:** Milton Keynes

**Basis:** Permanent

**Role Summary:** The Occupational Health & Safety Manager is responsible for overseeing and coordinating as necessary all aspects of occupational health & safety management for all corporate activities across all EWR directorates and business functions in support of the company's objective of achieving 'zero harm and developing a world class safety culture'.

**Team dimensions:** Reporting directly to the Health & Safety Systems Manager

## A little bit about us:

East West Rail is a new direct connection, linking communities between Oxford and Cambridge, including Bicester, Milton Keynes, and Bedford by rail. Oxford, Cambridge, and the communities in between are renowned for their vibrant economy, educational excellence, and scientific innovation. They deliver growth and prosperity both locally and for the whole country; connecting these two cities and the communities in between is crucial to the social and economic future of the region.

East West Railway Company was set up to accelerate the delivery of the East West Rail infrastructure and passenger services, bringing faster journey times and easing pressure on local roads. We were set up by the Secretary of State for Transport in 2017 to do things differently. We aim to innovate, positively disrupt, and challenge the status-quo, leading to quicker and more cost-effective project delivery, and an improved experience for passengers and the communities we serve.

As we build our team, we're looking for people with the right skills and mindset so that we can innovate, positively disrupt, and set new industry standards. Whether you've been working on some of the world's most exciting rail and infrastructure projects or can inspire us with your ideas and expertise from other sectors, we want to hear from you.

## Responsibilities and accountabilities

As the Occupational Health & Safety Manager for the East West Rail scheme you will:

- Act as subject matter expert (SME) for occupational health and safety management across the EWR Co;
- Support the implementation of the EWR Co Health & Safety Strategy and Annual Health & Safety Plan;
- Develop and implement occupational health and safety policies, strategies, systems, and procedures as part of the company's certificated Health & Safety Management System (HSMS);
- Take the lead to ensure the company discharges its legal duties as prescribed under the Health & Safety at Work etc. Act and those supporting and applicable regulations and codes of practice;
- Prepare and implement, as appropriate, those health and safety deliverables that may be required to support the company's corporate activities and obligations under relevant legislation;
- Identify health and safety competency and training requirements and establish and implement robust arrangements in support of company activities;
- Undertake health and safety training procurement, assessment and evaluating supplier's submissions as required;
- Management of all training records including invites, attendance, completion etc. and other criteria supporting successful implementation of all mandatory training (internal & external);
- Co-ordinate health and safety inputs concerning organisational health and safety risk into the corporate risk register as required;
- Support the commercial and procurement process in the preparation of tender documentation (e.g. development of contract health and safety specifications), deliverables and performance measures to ensure they meet all regulatory requirements and assessment of supplier bid submissions and all associated documentation;
- Support the Health and Safety Systems Manager in the development and oversight of all health & safety commercial supplier arrangements including eyecare, occupational health services and training provision;
- Oversee and support the Delivery Project Health & Safety Manager in the application of the HSMS and those applicable procedures and arrangements;
- Develop and implement topical health, safety and wellbeing strategies and supporting campaigns that reflect and address key company risks, and aligned with industry goals and best practice with the objective of achieving 'zero harm';
- Act as the scheme manager for Sentinel and other industry-related competency schemes (e.g. CCS) as appropriate;
- Conduct pre-work briefings and health & safety inductions for EWR Co personnel as required;

- Carry out regular site inspections and safety tours to ensure that company and delivery activities and EWR Co supplier health and safety policies, plans procedures and legal requirements are being adhered to;
- Establish a programme of regular company health and safety audits as part of the internal Audit Plan in conjunction with the Quality Assurance Manager;
- Ensure the provision of suitable health and safety training and safety equipment and materials (e.g. personal protective equipment (PPE)) for EWR Co personnel and develop safety communications material (e.g. publications, briefing materials, etc.);
- Manage and nurture relationships with the key stakeholders and suppliers through effective promotion of health & safety and 'zero harm' as a collective goal;
- Proactively seek innovation, opportunities to increase efficiency and drive wasted effort out of the programme;
- Support the EWR Co commitment to customer service and the customer journey;
- Take responsibility of your own and others' health and safety and of those who may be affected in the day-to-day delivery of this role by adopting and working to the EWR Co Health and Safety Policy, principles, and procedures;
- Co-operate with EWR Co in all matters relating to personal health and safety, including following safe working procedures at all times;
- Act as a role model for EWR Co's vision and values, behaving in ways that are in alignment with EWR Co's Ways of Working, encouraging and supporting others to do so in addition; and
- Promote diversity in the workplace and adopt appropriate behaviours when interacting with colleagues.

Given the early stage of the project, it is likely that the nature of the role may evolve as the project progresses. It is also possible that other ad-hoc activities and duties may be required.

## Experience and skills

As the Occupational Health and Safety Manager, you will have a minimum of 10 years professional experience, with at least five years gained in the UK rail industry in a construction & major project delivery capacity. Preferably, you will also have experience of holding roles in fast paced and complex environments during the setup of a new organisation.

Your skills and experience will include:

- Extensive practical experience in programme/project delivery health and safety management;
- Robust knowledge of associated management system standards (e.g. ISO 9001, ISO 14001, ISO 45001) and relevant legislation, standards, and regulations, especially in the delivery of capital programmes (e.g. Network Rail GRIP/PACE requirements);
- Strong risk management capabilities;
- Demonstrable experience in the delivery of education, training, and cultural change programmes;
- Experience of facilitating and driving continuous improvement and innovation in a challenging and fast-moving engineering and technical environment;
- Experience of resolving and escalating risks, issues, and conflicts as necessary;
- Experience in leading, managing, and influencing teams within matrixed ways of working;

- Excellent communication, presentation, and people management skills;
- Strong ability to engage and manage a variety of stakeholders; stakeholder engagement, negotiation, and conflict resolution skills;
- Strong understanding of business needs and experience utilising health & safety to support an organisation's wider objectives; and
- Confidence in dealing with high levels of uncertainty and ambiguity in a constantly changing and challenging environment.

You will need to have the right to work in the UK.

## Education and qualifications

- Bachelor's degree (various engineering, science, environment and / or business appropriate) or equivalent demonstrable experience;
- Chartered Member of the Institution of Occupational Safety & Health (CMIOSH);
- Lead Auditor (would be advantageous although training would be offered);
- Industry health and safety qualification (e.g. NEBOSH Diploma or equivalent);
- Rail-related safety skills (e.g. current CCS/Sentinel card holder) would be advantageous.

## What we offer:

- Competitive base salary
- Up to 20% bonus based on individual and company performance
- Up to 12% employer's pension contribution
- 33 days holiday a year (including bank holidays) + up to 5 days to buy
- Life insurance
- Employee Assistance Programme
- Perks platform with hundreds of discounts and freebies
- On-the-spot and annual awards
- Advanced learning and development programmes
- Great work-life balance and flexible working opportunities
- Enhanced family-friendly policies
- Exceptional IT tools

## Join the team!

Please send your resume and a covering letter explaining why you are interested in the role and meet the above experience requirements to: [recruitment@eastwestrail.co.uk](mailto:recruitment@eastwestrail.co.uk)