

Role profile:

Health, Safety & Risk Manager



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About Bruntwood

At Bruntwood, we are led by one purpose: Creating Thriving Cities. Our deep connection with the cities we work in sets us apart; and for more than forty years, everything we have achieved has been with this purpose in mind.

We create buildings, workspaces, innovation, retail, tech and science facilities that are connected, balanced, sustainable and inclusive. Places people want to live, work and play in.

Bruntwood Works, the division taking care of our work and lifestyle spaces, is changing the way people work by creating inspiring environments that help people and businesses to flourish across Manchester, Leeds, Liverpool and Birmingham.

Bruntwood SciTech, our science and technology division, owns and manages the largest portfolio of science and technology assets in the UK including prestigious locations such as

Manchester Science Park, Alderley Park in Cheshire and Platform in Leeds.

We aim to reflect the communities we work in. Welcoming diverse opinions, creative ideas and talent enables us to understand our customers and communities better, and see the world a little differently.

We're also committed to investing in areas where our expertise can have the most impact, with around 10% of annual operating profits going to local causes, both directly and through the Oglesby Charitable Trust. Proud supporters of the arts, we work alongside many organisations to elevate arts and culture across our cities, such as Manchester International Festival, as well as The Royal Exchange on the Bruntwood Prize for Playwriting.

Buildings and space is just the start of our story, we create thriving cities for all.

Shape your World

Everything we do comes down to our five values. In practice, these will mean something unique to every person at Bruntwood, but if you're considering working here, give them some thought. They've been at the heart of our story for over 40 years. Take a look at our [video](#) to find out more

We really believe that if you're brilliant to work with, you deserve brilliant things in return - from the big important stuff like up to 8% matched pension, 25 days holiday,

private healthcare, employee share scheme and enhanced maternity and paternity leave. Through to the "small perks" that help you out with the little things that matter just as much. At Bruntwood we might work hard, but we have the benefits and rewards in place to help you find that balance and enjoy life too.

So, work with us and shape your world..



**Dream &
deliver**



**Never sit on
the sidelines**



**Be creatively
commercial**



**Pay attention
to detail
(it matters)**



**Be brilliant
to work with**



Role Profile

The role: Health, Safety & Risk Manager

Salary: £35,000 - £45,000

Job purpose:

The role of the Health, Safety & Risk Manager is to provide a brilliant service to our internal/external customers, support the team to achieve its ambitious goals and make things run smoothly, safely and effectively.

This role will sit within the Health, Safety and Risk team, with a direct report to the Senior Health, Safety and Risk Manager.

What you'll be doing:

- Providing advice, support and guidance in your expertise across the portfolio.
- Support with risk and compliance activities to ensure our buildings are compliant and safe, being the lead health and safety contact for a specific cluster or Area Operations Manager.
- Drive and implement strategic projects.
- Assist in the development and delivery of health and safety training in core and specialist health and safety areas.
- Provide advice and guidance to teams.
- Carrying out audit as per the internal audit schedule (this may include buildings, sites or procedures).
- Complete monthly statistics for reporting purposes and drive improvement within building teams.
- Support with RiskWise/Compliance tools.
- Complete procedural reviews and implementation of new procedures.
- Ensure accidents and incidents are reported, investigated and communicated inline with the A&I procedure.

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- Work collaboratively with others, establishing great relationships with the Customer Operations Managers and all other teams to ensure that everyone is aware of the compliance expectations and that processes are effective and effortless.
- Liaise with business insurance providers when required.
- Be a point of contact for enforcement agencies.
- Work closely with the Risk Coordinators to schedule all external compliance and h&s training contracts, monitoring performance and ensuring best value.
- Support with contractor vetting and management.
- Use data to identify trends, suggest improved ways of working and to report on compliance.
- You will contribute to the Health, Safety and Risk Strategy with the ability to translate this in to operational delivery.

What we're looking for:

- You are passionate and demonstrate the right knowledge, skills and behaviours to drive a positive and proactive management style to health, safety and risk culture.
- You'll be able to balance being strategic and being hands on when needed and will join the dots to identify any gaps in our service.
- We operate with an agile mindset in a fast paced environment and we are always looking to continually improve and evolve.
- Using external research you are able to translate the latest health, safety and risk trends, in to practical process / new ways of working.
- You have a progressive and innovative approach to risk management.
- You are committed to ongoing learning and development and maintaining your professional knowledge.



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- Credible expert - earning respect in the business through capability, authenticity and being brilliant to work with. You'll have the ability to build positive relationships and influence and challenge people at all levels.
- Excellent relationship building and communication, with the ability to move between listening to, guiding and coaching others at all levels.
- The ability to make quick, sound decisions based on knowledge and judgment.
- Common sense – always spots opportunities to simplify and improve processes to drive better results.
- Proactive and able to work autonomously. Able to balance getting the work done whilst keeping an eye on the bigger picture.

Benefits of working with us

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Ways of Working

- 'We understand the importance of work-life balance, so whilst we are primarily an office-based culture (it's what we do!), we also want to encourage flexibility and agility where possible. Our colleagues make use of our different spaces and find lots of ways to collaborate which enable them to find the balance that brings out the best in everything they do.'



Holiday

- **25 days holiday** - plus your birthday!
- **Buy & sell** more holidays if needed
- **Sabbatical** of up to 12 months so you can take a career break after five years with us



Money

- Up to 8% matched **pension scheme**
- **Enhanced maternity & paternity leave** - plus baby bonus!
- **Free colleague share scheme** starting at 5% of your annual salary each year (subject to hitting profit targets set the previous year)
- **Discounts & cashback** at leading retailers
- **Life assurance** / death in service
- **Rewards** for long service



Health

- **Employee Assistance Programme** - 24/7 access to mental health, legal & financial support, including counselling
- **Free healthcare cash plan** for all colleagues so you can claim back medical expenses like optical, dentist & physiotherapy. We also offer
- **Free private healthcare** cover on an opt-in basis
- **Fitness classes**, free gym spaces & gym discounts
- **Healthy breakfasts** in our offices



Development

- **24 'Bruntwood Cares'** volunteering hours per year
- **Learning sponsorship**
- **Interest free learning loans** up to £2000 to pursue your passions
- **Mentoring scheme**



Travel

- **Interest free travel** to work loans
- **Cycle to work** scheme
- **Car park** discounts

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