Job description – Health and Safety Systems and Project Manager (PB4)

Job summary

The Health & Safety Systems and Project Manager will take ownership of the organisation's Health & Safety (H&S) management systems, ensuring they are implemented, maintained, developed and continuously improved. The role will lead supplier relationships and contract management for H&S-related systems, ensuring service delivery, compliance, value for money and alignment with business requirements.

Alongside system ownership, the postholder will support wider H&S improvement projects, compliance initiatives and continuous improvement programmes across the business.

Key responsibilities & accountabilities

Health & Safety Management Systems

- Act as the business owner for Health & Safety management systems and associated platforms.
- Lead the implementation, configuration and ongoing development of H&S systems.
- Ensure systems support legal compliance, reporting requirements and business objectives.
- Develop and maintain governance, processes and system documentation.
- Manage user access, system controls and data integrity.
- Monitor system performance and identify opportunities for improvement.

Supplier & Contract Management

- Manage relationships with system suppliers and external providers.
- Lead contract reviews, renewals and procurement activities.
- Monitor supplier performance against agreed service levels and KPIs.
- Coordinate system upgrades, enhancements and change requests.
- Ensure suppliers meet contractual, security and compliance requirements.
- Work collaboratively with Procurement, IT and operational stakeholders.

Project & Change Management

- Lead H&S system implementation and improvement projects from inception through to delivery.
- Develop project plans, timelines and stakeholder communications.
- Coordinate testing, training and business readiness activities.
- Manage risks, issues and dependencies throughout project lifecycles.

Data, Reporting & Assurance

- Produce and analyse H&S performance data and management reports.
- Develop dashboards and metrics to support decision-making.
- Ensure accurate and timely reporting of H&S information.
- Support audits and compliance reviews relating to systems and processes.

Health & Safety Support

- Contribute to wider Health & Safety projects and improvement initiatives.
- Support policy, procedure and governance development where required.
- Work closely with H&S teams and operational managers to deliver business objectives.
- Promote best practice and continuous improvement across the organisation.

And any other tasks, reasonably requested by your line manager.

As the post involves dealing with contacts across the UK, regular travel with overnight stays away from home is requirement of the post.

The duties of this post require the applicant to have a full current driving license that enables them to drive in the UK.

Skills, knowledge & experience

Essential professional and technical experience

- Experience managing or implementing Health & Safety management systems.
- Strong supplier and contract management experience.
- Project management and stakeholder engagement skills.
- Experience analysing data and producing management information.
- Ability to manage multiple priorities and deliver projects to deadlines.
- Strong communication and influencing skills.
- Experience working with cross-functional teams including IT, Procurement and Operations.

Desirable professional and technical experience

- Experience with digital transformation or system implementation projects.
- Experience managing software or SaaS contracts.

Qualifications

Essential

- A recognised project management qualification (e.g. Agile PM) or equivalent experience in systems and project management

Desirable

- NEBOSH General Certificate or equivalent H&S qualification
- A member of a relevant professional body (e.g., IOSH)