

# Job Vacancy

Realise the next step  
of your career

## Health & Safety Manager

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



# Introduction

## Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

## About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

## Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

*'you work with friends not colleagues' (Area Technical Sales Manager)*

*'the Company really looks after you as a person' (Technical Administrator)*

*'there is a strong commitment to employees and sense of trust and fairness' (Manager)*

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

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# Job Specification

April 2024-v1

## Objective:

Working collaboratively with a hands-on approach you will manage and take responsibility for developing, implementing and maintaining an effective Safety programme across the business, consisting of Head Office, Warehouse facility and support of External Field based personnel. As the Competent person, you will ensure legislative compliance with a commercially astute and proactive approach to Health & Safety, utilising your experience to pragmatically minimise risk to the business. It is essential to engage people at all levels in the organisation and continuously improve process and culture to ensure that we minimise the risks to all.

The ideal candidate will be NEBOSH qualified, combined with a working knowledge of relevant ISO standards. Experienced across a broad Health & Safety remit with the ability to apply Health & Safety with a rational, logical, and flexible approach, as is the need to be an effective communicator to gain buy-in and credibility. Team spirited with a can do and muck in attitude is essential. Ideally with knowledge of CDM and experience with construction would be an advantage.

You will also be responsible for the Companies Management Systems and be capable of managing audit programs as well as dealing with appropriate authorities as required.

## Health & Safety Responsibilities and core objectives:

- To develop, implement and maintain an effective safety program and ensure compliance is met in line with all H&S legislation.
- Implement the Company's health and safety policy and procedures. Make recommendations for changes to the policies and associated processes and systems following review and legislative changes.
- Arrange H&S audits and inspections as required to identify and minimise the risk to the company and employees.
- Benchmark & ensure H&S best practices are shared across the business.
- Communicate changes in H&S legislation to Directors, Managers and all other staff.
- Identify safety training needs, organise, hold and co-ordinate safety training courses and prepare training material where appropriate.
- Coordinate the delivery of the H&S site visit audit program.
- Manage the Company's H&S Management System.
- Involvement in the compilation of in-house product training courses.
- Evaluate accident & incident forms, surveys, audits to establish root causes, working with Leadership to formulate a plan of action to remedy.
- Working knowledge of Construction (Design & Management) 2015 and ensure the Company is compliant in relation to CDM requirements.
- Maintain H&S accreditations i.e. CHAS, Safe Contractor & Constructionline.

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## Health & Safety Tasks:

- Run the H&S Committee ensuring; meeting times are set; compile and distribute the agenda; and take minutes and distribute.
- Ensure appropriate risk assessments, safe systems of work and method statements are in place and are reviewed in conjunction with the relevant departments.
- Liaise with contractors working at Bauder UK Sites to ensure their compliance with company safety regulations and adherence to safety standards, including basic safety induction training.
- Work to support the business in identifying unsafe acts, conditions and hazards by; investigation of root causes; and identification of corrective and preventative actions; ensuring these are reported to management.
- Work collaboratively with the HR department, providing risk assessments to staff across the business (stress, maternity etc.) and supporting with the process of implementing workplace adjustments and the sourcing of specialist workplace equipment as requested.
- Coordinate fire evacuation exercise procedures to ensure that all employees are familiar with evacuation procedures.
- Review and update of emergency/contingency plans.
- Provide guidance on H&S issues on sites i.e. Working at Height, Asbestos, etc., and attend site when required.
- Manage equipment registers & controls.
- Liaise with external consultants, advisors and authorities.
- Our workforce is nationwide, so there will be a requirement for regular travel.

## Management Systems tasks and responsibilities:

- Manage the company's ISO 9001, 14001 & 45001 compliance.
- Ensure company's ongoing compliance under ISO 9001, 14001 & 45001 by preparation and coordination of external & internal audits and the arranging of review meetings.
- Implement the company's environmental and quality policies and procedures. Make recommendations for changes to the policies and associated processes and systems following audit reviews and legislative changes.
- Ensure company's compliance with the WEEE regulations.
- Ensure company's compliance with the Producer Responsibility Obligations (Packaging Waste) Regulations.

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## Key skills / qualifications / criteria:

- NEBOSH Diploma or equivalent, or willingness to work toward this.
- Experienced across a broad Health & Safety remit, able to demonstrate the ability to apply Health & Safety with a rational, logical, and flexible approach.
- ISO Lead Auditor certified or prepared to work towards.
- Excellent communication skills, both verbal and written.
- Collaborative approach, with a proven ability to build relationships, gain buy-in and foster credibility.
- Excellent organisational skills with strong attention to detail.
- Team spirited with a positive, 'can do' and 'muck in' attitude is essential.
- Forward thinking, proactive approach, with the ability to adopt critical thinking and problem solve.
- Able to work under pressure and manage effectively in a busy and fast paced environment.
- Working knowledge of relevant ISO standards.
- Knowledge of CDM and experience with construction would be an advantage.

This job specification is non-exhaustive and subject to change as the Company deems necessary.

## A message from the recruiting manager:



### **John Frow, Operations Director**

*If you love being genuinely empowered to deliver great results through collaboratively engaging the wider organisation on a journey of continuous improvement, then look no further.... Teamwork is the essence of what we do and that means everyone brings something unique to the table that makes the team greater than the sum of its parts. The Operations team at Bauder, from Sales Processing to Delivery, from Purchasing to Warehousing we ensure that the great work that our Sales & Technical teams create is delivered where and when it's needed. We are here to underpin the organisations success and aim to deliver the high standards that our customers have come to expect. Part of that success is our broader support on Business Excellence, Management Systems, Health and Safety and Facilities Management. Being part of the Operations Leadership team means an opportunity to help build on an already successful business to ensure we continue to achieve great results for many years to come.*

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