

## REDROW HOMES – DIVISIONAL HS&E MANAGER

---

### ABOUT REDROW HOMES

Our purpose is to create a better way for people to live. We care about the quality of homes we build, the people who help us build them, the communities we create and the societies in which we live.

---

### JOB PURPOSE:

To positively challenge, advise, support, coach and mentor all key Divisional stakeholders to aspire to health, safety and environmental excellence.

### **Key Responsibilities:**

1. Maintain a dynamic and driven approach to promoting and supporting HS&E across the group and the divisions within own remit. Be an ambassador for HS&E and promote “out of the box” thinking which enables solutions to problems to be identified and implemented effectively within the divisions and projects you support.
2. Facilitate the implementation of the HS&E Management System which helps reduce risk and support a positive HS&E culture.
3. Support and work closely with the various internal Group Departments, Divisions, Redrow Site Management Teams and supply chain in planning, reviewing and achieving HS&E objectives and targets as well as promote continuous improvement and development throughout.
4. Support the Divisions in measuring and monitoring performance against the Group and Divisional HS&E Plans.
5. Ensure that every project within own remit undertakes a suitable HS&E pre-start meeting prior to commencing on site. As well as hold close down workshops to capture lessons learnt.
6. Assist Redrow Site Management Teams in preparing the Construction Phase Health, Safety and Environmental Plans prior to a project commencing, and ensure that it is reviewed and updated at regular intervals.
7. Where appropriate, for example high risk trades/work packages, support Redrow Site Management Teams in undertaking subcontractor HS&E pre-start workshops so as to ensure that the works are planned and will be executed safely prior to commencing on site.
8. Carry out unannounced “impartial” site and office HS&E Assurance Inspections in line with current frequency arrangements and provide written reports. Inspections must provide a “black and white” picture of current performance and compliance with all Divisional HS&E Managers remaining impartial and objective at all times

9. Where working practices pose a significant risk to health, safety or the environment, ensure that the unsafe operation is stopped and inform Divisional management immediately.
10. Assist Redrow Site Management Teams in the review of high-risk contractors' method statements, and monitor the implementation of the same on site.
11. Assist the Divisions within own remit in the performance management of subcontractors.
12. Ensure appropriate support, advice and assistance is offered and work with the Redrow Site Management Teams and the Divisions to ensure that any necessary remedial actions are implemented.
13. Promptly investigate all health, safety and environmental incidents as required by company policies, in accordance with company guidance and timescales. Make known to all relevant parties any significant findings/recommendations and ensure lessons learnt/alerts are captured, developed and communicated effectively throughout the business.
14. Assist Divisions in closing out all incident investigations promptly and completely. Work closely with the divisions, projects and supply chain to ensure all investigation recommendations are implemented.
15. Monitor the divisions and work with group L&D where appropriate to ensure that all staff, including office based personnel, receive appropriate HS&E training and instructions.
16. Maintain a working knowledge of all Group HS&E Management Systems, policies, procedures and guidance to a level which will allow you to guide and support divisions and Redrow Site Management Teams in their effective implementation.
17. To be individually responsible for professional and personal development. This will include but not be limited to; appropriate internal and external research and learning, continuous professional development and taking on the role of 'Champion' for at least 1 HS&E topic.
18. If necessary, support with the development and delivery of HS&E training courses for Redrow staff and supply chain to ensure we remain compliant with current legislation and industry best practice.
19. Keep abreast of any changes or updates to relevant legislation and industry guidance/best practice. Furthermore ensure that such information is communicated and acted upon within your day to day role.
20. Ensure familiarity with Redrow Group's Health, Safety and Environmental policies and comply with employee responsibilities.
21. At all times comply with company policies, procedures and instructions.
22. Contribute to improving the business, protecting and enhancing the reputation of the company, by putting forward new ideas and, when requested to do so, implementing change

## Typical Outputs:

Typical expected output will include but not be restricted to:

- Undertake regular engagement workshops with key stakeholders and customers both internal and external.
- Undertake incident investigations & produce suitable reports which identify lessons learnt and actions to prevent reoccurrence.
- Produce lessons learnt, alerts and guidance documents.
- Undertake statistical data reviews to identify common trends and produce suitable reports.
- Develop and deliver suitable training courses.
- Produce and maintain “Topic Champion” guidance.
- Produce monthly HS&E board reports for the divisions.
- Produce written briefs and/or presentations following attendance at seminars, forums etc.

## Working Relationships:

Effective working relationships are an essential part of daily working life.

The focus in this role is both:-

**Internal:** All colleagues within the Divisional Companies and relevant Group functions

**External:** Contractors, suppliers, insurance claims inspectors, HSE Inspectors, Local Authority Inspectors and any other related safety/trade organisations

**These are illustrative duties and the job holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.**