

<b>Job title:</b> Health & Safety Policy Officer	<b>Department:</b> People Department
<b>Reports to:</b> Head of Health & Safety	<b>Pay Band/Starting Salary:</b> Grade 3 Lower, £26,884 £28,684
<b>Location:</b> Negotiable	<b>Type of Contract:</b> permanent, 40hrs per week

**JOB PURPOSE**

Working under the direction of the Head of Health & Safety, this job has 3 main purposes:

1. To research and draft Health & Safety policies and procedures for further consideration and consultation; *and*
2. To act as Secretariat to the Trust's formal Health & Safety Committee; *and*
3. To coordinate the collation, analysis, and reporting of Health & Safety data to provide meaningful management information.

**CONTEXT**

The National Trust for Scotland is the conservation charity that protects and promotes Scotland's natural and cultural heritage for present and future generations to enjoy. With over 380,000 members, it is the largest conservation charity in Scotland. Established in 1931, the Trust acts as guardian of the nation's magnificent heritage of architectural, scenic and historic treasures. As an independent charity, not a government department, it acts on behalf of everyone to safeguard our heritage.

Health & Safety management is an integral part of what we do at the National Trust for Scotland and the organisation considers the health, safety & welfare of its members, staff & volunteers as a priority within its guiding principles.

Developing health & safety policy and procedure is a crucial part of that objective and the role will help support the aim of ensuring that we do everything reasonable to reduce risks, so far as is practicable; ensuring that the places we manage are safe from harm.

**KEY RESPONSIBILITIES**

- Following a schedule determined by the Head of Health & Safety:
  - Review existing H&S policies and procedures for compliance with legislation and industry "best practice", drafting any necessary updates for appropriate consultation and (re-)launch;
  - Research and draft new/additional H&S policies and procedures to comply with legislation and industry "best practice", including highlighting any areas of potential contention, drafting appropriate timelines for consultation, assisting with consultation processes, and drafting potential launch timelines and mechanisms;
  - Ensuring policy "sign-off" by Head of Health & Safety (and HS committee) prior to launch

- Support wider H&S projects by providing policy or procedural insights to ensure internal compliance and consistency with our own stated “rules”.
  - Provide full “secretariat” services to the formal National Health & Safety Committee, including (but not limited to):
    - Making all practical meeting arrangements (diary coordination, venue booking, catering and travel arrangements as necessary, distribution of minutes, reports, and action-plans);
    - Making the formal notes of each meeting including taking minutes, maintaining action-plans, logging reports, noting decisions;
    - Pursuing Committee members for updates on agreed actions, escalating any concerns to the Head of Health & Safety;
    - Maintaining the Trust’s record of its H&S discussions and decisions in a way that is easily retrieved and auditable.
  - Under the direction of the Head of Health & Safety, lead on the collation, analysis, and reporting of departmental and Trust-wide H&S data, producing insightful reports and draft management information to support the work of the Head of H&S, the H&S Advisors, and senior managers of the Trust.
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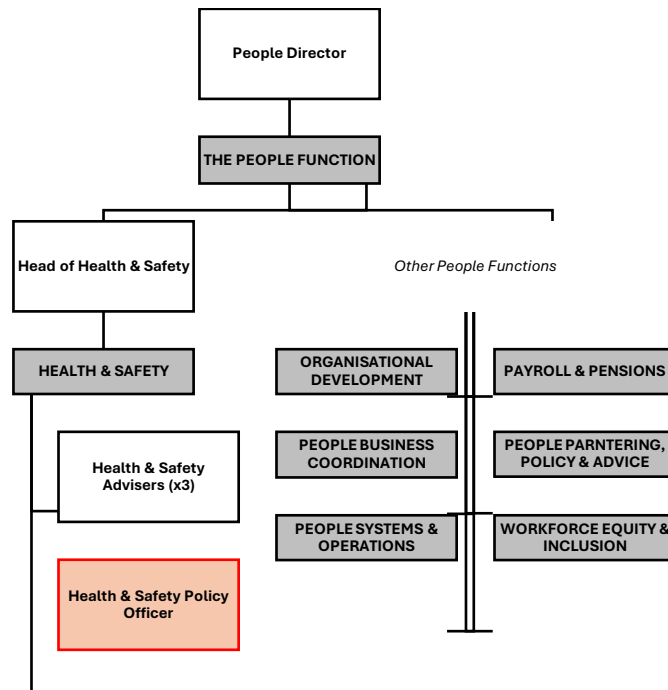
## **SCOPE OF THE ROLE:**

### Technical:

- Will be a daily user of the Trust’s H&S accident & incident reporting system, HS training booking system, Microsoft365 (and its sub-products: Teams, Outlook, Word, and Excel).
- May, on occasion, be asked to travel to other Trust sites to support H&S-related activities.

### People:

- No line reports but maintains positive relationships with colleagues with the H&S Department, and the People Function more broadly.
- Will have frequent interaction with colleagues across the Trust in relation to H&S work, particularly around policy and procedure development, consultation, and dissemination.
- Will maintain a good working relationship with the National Health & Safety Committee (on which sits, amongst others, the Chief Executive, members of the Board of Trustees, other executive Directors, and representatives of the Trust’s recognised trades union).
- Will be party to highly sensitive information (e.g. accident & incident reports, RIDDOR submissions, general statistics relating to health, safety, and welfare).



#### Financial Management:

- ♦ Not a budget holder.

### **QUALIFICATIONS, SKILLS, EXPERIENCE, KNOWLEDGE:**

#### Essential

- ♦ IOSH Managing Safely certificate (and willing to attain the NEBOSH General Certificate within 12 months' of appointment).
- ♦ Sound general knowledge of Health & Safety approaches and practices, and (in particular) experience of researching and drafting H&S policy and procedures.
- ♦ Previous experience of coordinating the activity of formally-constituted committees or groups, including senior management.
- ♦ Previous experience of data gathering and analysis, and the compilation of meaningful management information reports.
- ♦ Excellent organisational and administrative skills.
- ♦ Excellent communication and interpersonal skills.
- ♦ Excellent command of written and spoken English.
- ♦ Highly proficient user of IT packages (Microsoft and others).
- ♦ The ability to maintain absolute confidentiality.

#### Desirable

- NEBOSH General Certificate
- An empathy for the work of the National Trust for Scotland.
- A current driving licence valid for driving in the UK.

**The Key Responsibilities, Scope of Job, and Required Qualifications, Skills, Experience & Knowledge reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.**

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