

JOB DESCRIPTION

Job Title:	Health & Safety Manager
Location:	Hybrid working – HQ, Dunfermline, home, and regular travel to Centres across Scotland
Hours:	35 hours per week
Salary:	Band 8:
Reports To:	Head of Asset Management & Compliance
Reports:	None

Overall Purpose of the Role:

As Health & Safety Manager you will be responsible for the implementation of the Society's health and safety strategy and in leading the development of appropriate policies, practices and reporting procedures. You will provide expert advice and assurance, ensuring compliance with health, safety and environmental legislation, to promote a safety culture that protects our colleagues, volunteers, contractors and visitors while supporting high standards of animal welfare.

In providing an advisory service to management, you will build strong relationships and influence managers at all levels, ensuring nominated colleagues are aware of their individual responsibilities and are trained and supported to carry them out competently. You will balance the requirement for legal compliance with the operational needs of the Society and build workplaces where a positive safety culture becomes part of how we operate as a charity.

KEY ACCOUNTABILITIES:

- **Inspire the team:** You will inspire the Society to embrace a positive health & safety culture, champion us to perform to a high standard, while ensuring you build a shared purpose on health and safety to take people on the journey with you.
- **Meeting statutory obligations:** You will ensure the Society meets its statutory obligations and act as the Society's "Competent Person" in relation to health and safety legislation, regulations and standards. You will be responsible for internal audits, health and safety related investigations and liaising with regulatory bodies on SHE standards and for the facilitation of any external audit requirements.
- **Providing expertise, support and advice:** You will assist all levels of management to implement and comply with legislative requirements, building the right policies and procedures, preparing the right guidance, building the right training and giving advice on preventative measures to minimise risk.

- **Incident and risk management:** You will implement suitable control measures and lead on building effective risk management procedures which enable the Society to investigate incidents effectively, meet our statutory reporting requirements, identify root causes, analyse trends and support recommendations that promote continuous improvement in our safety awareness and culture.
 - **Monitoring progress:** You will monitor the compliance of our health and safety records, ensuring appropriate reporting, KPI measures, identification of emerging risks and supporting health and safety performance reporting to the leadership team and Trustees as required.
-

CORE RESPONSIBILITIES:

Policy & Practice

- Prepare, review, update and provide guidance to ensure our health and safety policies and procedures are simple, accessible and focus on materiality to inform best practice across all the Society.
- Support the operational teams to develop safe systems of work relating to work environments; including areas such as animal handling and restraint, work practices within animal housing facilities and biosecurity and hazardous materials protocols.
- Maintain document control for all SHE related policies, procedures and guidance.
- Develop and oversee Society-wide risk assessment processes which are focused on higher risk activities
- Develop and implement internal inspection and audit programmes.
- Ensure accident and incident reporting procedures are in place which are focused on meeting our statutory obligations and are accessible and embedded across all areas of the Society.
- Support managers in managing workplace health and safety risks, ensuring appropriate advice and recommendations to promote colleague and volunteer wellbeing.
- Develop safe contractor management procedures, ensuring monitoring of contractor compliance while working on Society premises.
- Use operational data, insights, audit findings and stakeholder feedback to identify where we can do better, managing risks and maximising improvement opportunities across the Society.

Compliance Management

- Ensure compliance with all UK health & safety legislation and regulations and monitor any legislative changes and to ensure implementation of necessary Society updates.
- Monitor compliance with policies and procedures, including the implementation as necessary of workplace inspections, audits and corrective actions.

- Conduct SHE audits when required at Society establishments.
- Ensure appropriate support and response to meet RIDDOR regulations.
- Carry out investigations of accidents, dangerous occurrences and near misses, including giving advice on preventative measures to minimise risk.
- Manage any external health and safety audits and inspections, ensuring appropriate escalation to the leadership team on findings and recommended corrective actions.
- Support internal governance requirements, including preparation of reporting and analysis to the Society's Health & Safety Committee and attendance at Union meetings on health and safety matters as required.

Building Capability

- Working collaboratively across the Society to identify opportunities to strengthen health and safety effectiveness and enhance consistency in how safe practices are adopted across the Society.
- Liaising with operational managers and learning & development colleagues on training requirements and the development of in-house and external courses on mandatory health and safety subjects.
- Sharing expertise to ensure induction and onboarding processes appropriately reference and promote safe working expectations and behaviours.

PERSON SPECIFICATION:

Essential Knowledge

- You will be qualified at a NEBOSH Diploma level or equivalent.
- You will have a NEBOSH certificate in Fire Safety and Risk Management and a Technical IOSH membership.
- You will have in-depth knowledge of health and safety legislation and regulations and a clear understanding of how these can be effectively implemented in complex, challenging and/or emotionally charged environments.
- You will understand how purpose-driven organisations think and act and how to engage teams on health and safety topics who deliver care and service every single day.

Essential Experience

- You will have worked in a dedicated Health and Safety role for at least 3 years, preferably working in a multi-site operational setting.
- You will have experience of developing and implementing health and safety policies and procedures, risk assessment frameworks, incident reporting and auditing requirements.

- You will have a proven ability to advise and support an organisation to embed simple, accessible and responsible approaches to health and safety in the workplace.
- You will have experience of translating statutory requirements into meaningful guidance and training interventions that embed a positive health and safety culture.

Essential Skills & Behaviours

- With your positive 'can do' attitude, you have the skills to communicate in clear, powerful and effective ways so that you can drive changes within the Society.
- Your strong attention to detail and a pragmatic approach means that while policies and practices are grounded in compliance, they are easy to implement and manage for the operational teams.
- As a calm, credible and confident advisor to management teams, you provide support and clear escalation without taking ownership for health and safety away from the teams.
- Leveraging your excellent stakeholder management skills, you can influence decisions and develop approaches which embed safe ways of working in everything we do.
- Employing a solutions-focused approach, you are comfortable with organisational change and driving transformational development.
- With your strong IT and data management skills, you can provide insight to inform decision-making and minimise risk.
- A strong interest and commitment to animal welfare and the Society's purpose, values and objectives; you may have, or have had, one or more animals in your life, or aspire to be close to animals in the future. Regardless of ownership, you will share a view that there is no excuse when it comes to abuse for any animal across Scotland.

Additional relevant criteria:

- Full driving licence
- Flexibility and ability to undertake regular travel and overnight stays