

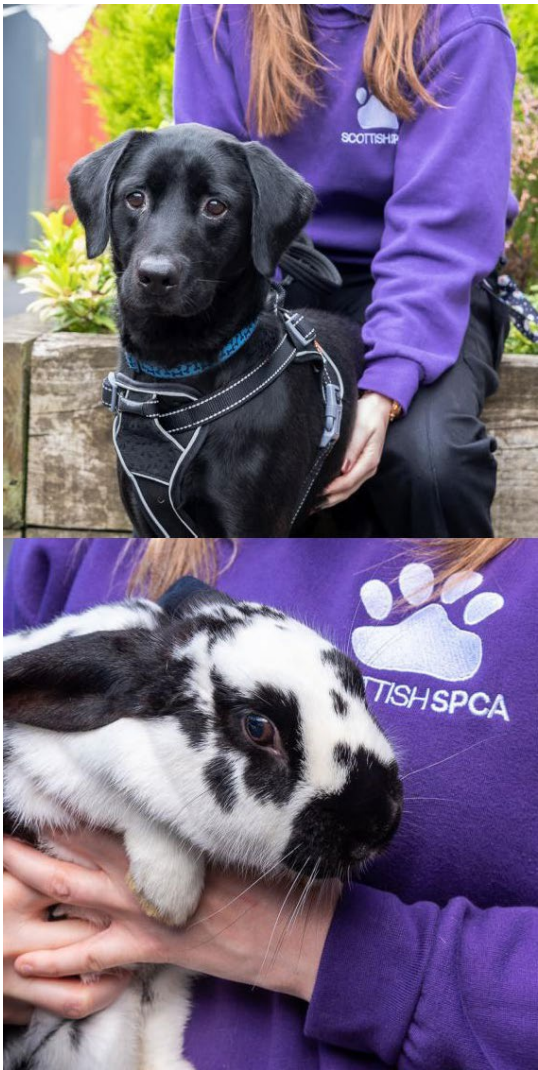
For the appointment of

Health And Safety Manager



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INTRODUCTION FROM THE CEO

Dear Candidate

Thank you for showing interest in this important role at Scottish SPCA. It's no accident, every pun intended, I choose as CEO to write this welcome letter. Everybody within one of Scotland's most iconic and leading animal charity should never see health and safety as something that gets in the way of doing the 'real job'. It matters immensely.

While we want the dogs to be walked regularly, nothing the staff team does is a walk in the park. Many of the thousands of animals we bring into our care each year have large teeth and can bite hard. Others can sting or poison a person. The horses can kick or crush. The rescue vans can be involved in road traffic accidents. The clinical drugs we use can be fatal if misused. On occasion our fearless colleagues are threatened by angry and armed members of the public. And so on. You get the picture – this is serious stuff.

Tom Greenan, our Corporate Services Director, has worked in the rail industry and knows how serious health and safety was taken there. He is rightly challenging the Charity to move to an even greater intolerance of accidents and a ruthless pursuit of safe working as a non-negotiable.

As H&S Manager you will lead on ensuring we have the right up-to-date policies, mapped to clear, simple operational procedures, supported by the right colleague training – and monitored with the right KPIs and reporting tools. Sounds easy? Well, we all know getting H&S right is far from easy. At the heart of making, it easier is winning hearts and minds – making sure ALL colleagues see the benefit to them, the Charity, and animals – of getting the basics right. This makes it essential for you to be good at working with people to get them on side.

Do you love animals but hate accidents and incidents and want to champion and develop our safety culture? If so, get in touch. We would love to hear from you.

Best wishes

Mark



Mark Bishop CEO



ABOUT US

The Charity was founded in 1839. We are 187 years young. Over 90% of the population of Scotland know and value what we do for domestic, farm and wild animals.

We employ over 300 colleagues and have 900+ volunteers who have joined the fight to stop animals suffering. We are high on passion, endless in energy, committed to ensuring all creatures are treated well at the hands of humans.

The Charity has a turnover of circa £20 million, made up of mostly voluntary income. With close to 45,000 regular supporters, we are the largest and leading animal welfare charity in Scotland. We are in the hearts of the public, the ears of the politicians and the eyes of the media.

The Charity is undergoing an exciting period of renewal and innovation, and is forward-facing, increasingly brave, and fearless in its fight to stop animals suffering.

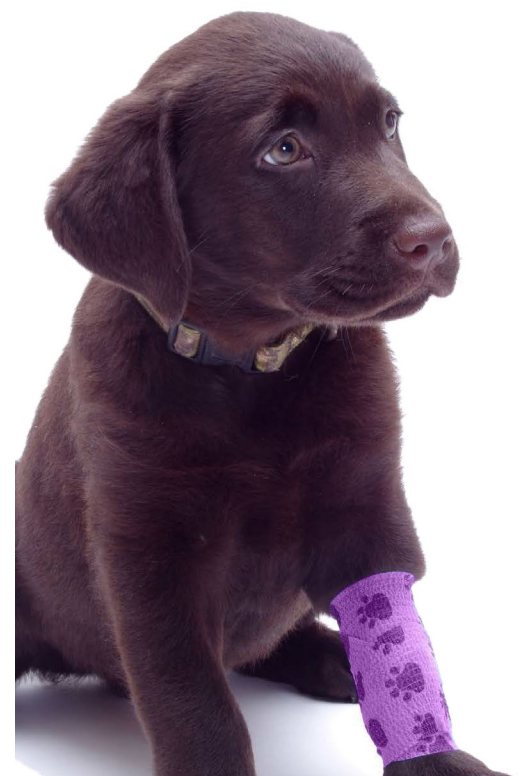
OUR CENTRES

We have animal centres across Scotland, including Inverness, Aberdeenshire, Glasgow and Edinburgh. Our business office is in Dunfermline.

Five of our centres are primarily focussed on domestic animals: dogs, cats, rabbits and some exotic species. In addition, we run the National Wildlife Centre near Alloa which is responsible for supporting wild animals across the whole of the country.

The Scottish SPCA has an animal service model which considers all stages of an animal's journey with us. Our Helpline is the entry point for the model where we are notified of when an animal may need our support. We have field-based teams who go into domestic, farm and wildlife settings to evaluate a situation. Where it is appropriate to do so, we take custody of injured or threatened animals and bring them to a centre.

That's where the Animal Centres Director role comes into play. You'll ensure we do our best for every animal in our direct care, always driven by adoption or release as your preferred outcomes. To achieve this, we need our centres to be run effectively, consistently and with clear accountability to the wider charity.



OUR VISION : FOR ALL ANIMALS

By 2032, Scotland will be the best place in the world for an animal to call home. This is a vision where all animals have a good life.

RESCUE AND ENFORCE

We rescue injured, neglected or abused animals, we conduct investigations and we are empowered to enforce the law to bring justice to those who cause suffering to animals.

REHABILITATE FOR ADOPTION, FOSTERING OR RELEASE

We provide veterinary care, behavioural training and other expert support for successful adoption and fostering of domestic animals or release of wild animals into their natural habitat.

INSPIRE AND EDUCATE

We improve knowledge of animal welfare and increase awareness of the positive impact animals have on our lives.

ADVOCATE AND CAMPAIGN

We set the standards whilst highlighting the need for change and championing reform in the animal welfare sector



ROLE PROFILE

Job Title:	Health & Safety Manager (full time, permanent)
Location:	Hybrid - HQ, Dunfermline and home
Salary:	£36,693.20 - £44,480.80 per annum

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.



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PERSON SPECIFICATION

PROFESSIONAL QUALIFICATION - NEBOSH Diploma level or equivalent qualification.

FIRE SAFETY EXPERTISE- NEBOSH Certificate in Fire Safety and Risk Management, alongside Technical IOSH membership.

LEGISLATION AND REGULATION - Strong knowledge of health and safety legislation and regulations, with the ability to apply these effectively within complex, challenging and/or emotionally sensitive environments.

PRACTICAL APPROACH- A confident understanding of how to turn health and safety requirements into practical, proportionate and accessible approaches that work in real-world settings.

PURPOSE-LED ENVIROMENTS- Experience of working within purpose-driven organisations, with an understanding of how to engage teams who deliver care and services every day.

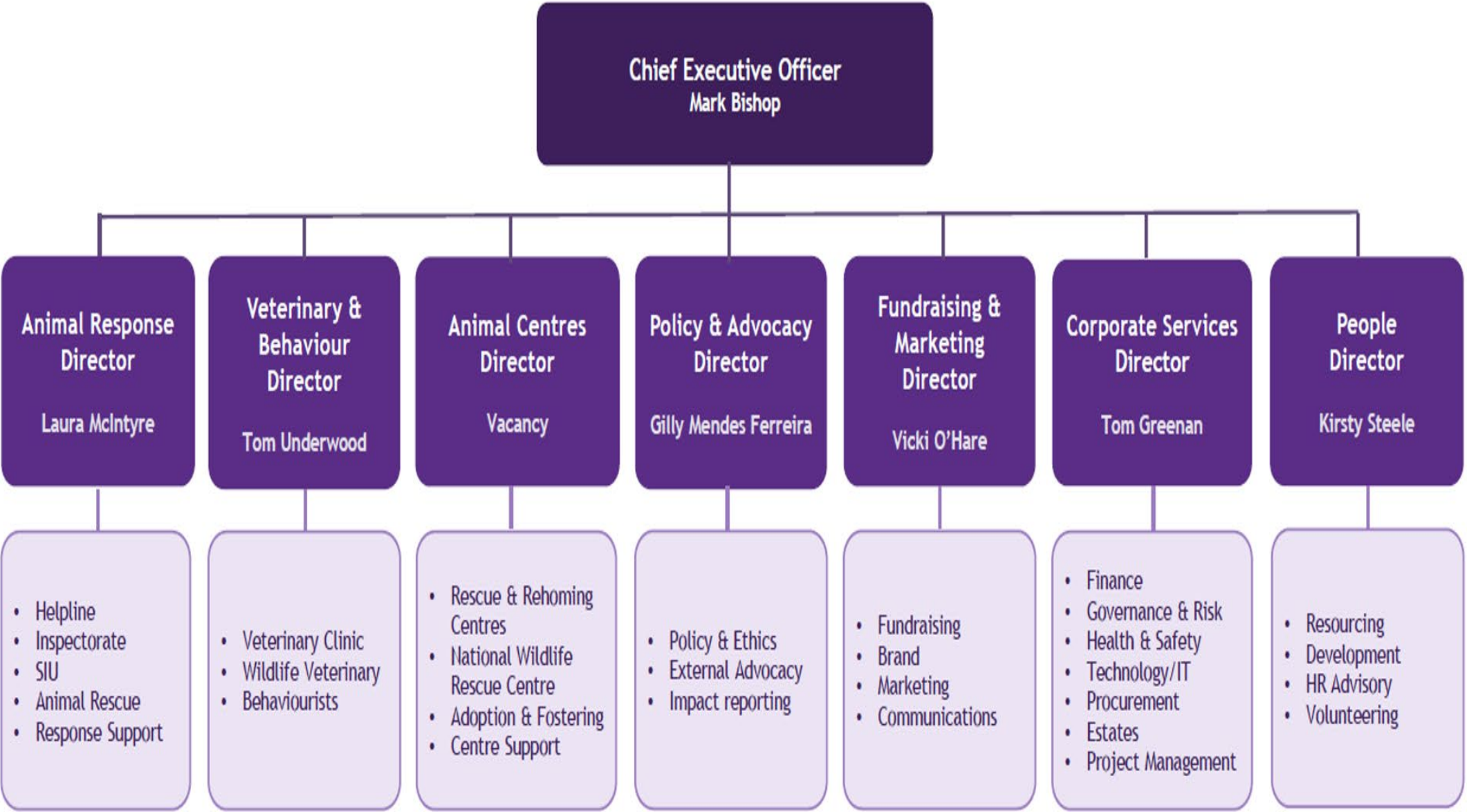
HEALTH AND SAFETY EXPERIENCE- At least three years’ experience in a dedicated Health and Safety role, ideally within a multi-site operational environment.

HEALTH AND SAFETY FRAMEWORKS- Experience of developing and implementing health and safety policies and procedures, alongside risk assessment frameworks, incident reporting processes and auditing requirements.

SUPPORTING POSITIVE PRACTICE- A proven ability to advise and support an organisation in embedding simple, accessible and responsible approaches to health and safety across the workplace.

TRANSLATING REQUIREMENTS INTO PRACTICE:- Experience of turning statutory requirements into clear, meaningful guidance and engaging training that supports and strengthens a positive health and safety culture.







How to apply

Ready to make a difference?

If this sounds like a role where your experience, knowledge and passion could make a real difference, we would love to hear from you. This is an opportunity to bring your expertise to a purpose-driven organisation and help create a positive, practical and supportive approach to health and safety across our teams and services.

If you feel this could be the right opportunity for you, **simply click the “Apply Now” button on our website and upload your CV.** We’d be delighted to hear from you and learn more about what you could bring to the role.

We look forward to hearing from you!

