



Health & Safety Advisor

Closing Date: Monday 11 March 2024, midday

Expected Interview Date: Thursday 21st March 2024

**Recruitment
Reference:**
HES/24/040

**Starting
Salary:**
£39,988 pro
rata per
annum

Salary Range:
£39,988 -
£44,797 pro
rata per
annum

Pay Band:
D

Directorate:
People

Location:
Fort George

Line Manager:
Glyn Beech,
Head of
Health, Fire
and Safety

**Contract
Type:**
Permanent

**Working
Hours:**
Full time - 35
hours per week

Thank you for your interest in the post of Health & Safety Advisor with Historic Environment Scotland. This is a permanent and pensionable appointment based at Fort George, Ardersier, Inverness, with opportunity to work flexibly from home.

As a member of the Health and Safety Team you will be responsible for providing professional advice and support to over 1,600 staff in the organisation across a variety of directorates and teams including: administration, monument conservation and construction, research, retail and tourism, and inspection.

About us

We are the lead body for Scotland's historic environment; a charity dedicated to the advancement of heritage, culture, education and environmental protection. We're at the forefront of researching and understanding the historic environment and addressing the impact of climate change on its future. We investigate and record architectural and archaeological sites and landscapes across Scotland and care for more than 300 properties of national importance. We have a People Strategy, which is an overarching strategy to ensure we support and develop staff within the organisation.

Our Vision

Our vision is that Scotland's historic environment is cherished, understood, shared and enjoyed with pride by everyone.

Our Priorities

- The historic environment makes a real difference to people's lives
- The historic environment is looked after, protected and managed for the generations to come.
- The historic environment makes a broader contribution to the economy of Scotland and it's people
- The historic environment inspires a creative and vibrant Scotland
- The historic environment is cared for and championed by a high performing organisation.



Overview of the post and information about the team

The Health and Safety team report to the Director of People and are responsible for providing professional advice and support to around 1,600 staff within the business. The team are involved in administration, monument conservation and maintenance, technical research, commercial and tourism, and heritage management. The team promote a positive safety culture.

You will report directly to the Head of Health, Fire and Safety. The team encompasses 3 other existing Health & Safety Advisors located in various locations around Scotland, and 3 Fire Safety Advisors. The team is aligned with the Physical Security team and advisors will be expected to include security awareness as part of their work when carrying out audits and inspections.

You will champion the organisation's Health, Fire and Safety Policy, assisting staff with guidance and advising on legal compliance.

Historic Environment Scotland's estate is geographically diverse and incorporates a range of building types; offices, visitor attractions, work depots and sleeping accommodation. Predominantly supporting our North Region which covers the Highlands, Grampian, the Western Islands, Orkney and Shetland you will encourage a consistent approach to safety management across the estate which will involve engaging with staff within all directorates. The role requires a thorough knowledge of visitor and public safety, and how to pragmatically apply it to heritage properties. Travel to sites in the North Region will routinely be required, plus occasional travel to other Regions, as will engagement with external stakeholders.

Key responsibilities, duties and objectives

- To advise line managers and supervisors on the day-to-day implementation and monitoring of policy, procedures and plans including accident and incident investigation, reporting and analysis.
- To promote awareness of relevant legislation, codes of practice, internal policies and procedures, and good health and safety practice (including active monitoring).
- Travel to sites to carry out monitoring and internal audits, assessing levels of compliance with relevant legislation and the various internal policies and procedures across all business areas.
- To provide support to the regional Health & Safety Committees to ensure active employee engagement, risk management at a local level and effective communication and co-operation between all involved.
- To develop and deliver training, briefings & workshops across all business areas.
- To monitor and review regional health and safety performance on an ongoing basis.
- To advise and assist staff on matters concerning the health, safety and wellbeing of staff or others who could be affected by their activities, including such matters as hazard identification, risk assessment, control measures and procedures.

- To stop activities being carried out where staff or others are being exposed to a significant risk until effective controls are in place.
- Any other relevant ad hoc duties as requested by the Head of Health, Fire & Safety.

Post Competencies

You will be assessed against these competencies during our selection process.

Core Competencies:

- Delivering excellent Service – Demonstrating a commitment to quality services
- Teamwork - Contributing to and supporting working together
- Planning and Organising - Putting plans and resources in place to achieve results
- Communication - Communicating appropriately and clearly
- Knowledge & Expertise - Applying and developing knowledge and expertise to achieve results - (See below for specific criteria)

Management Competencies:

- Achieving results - Focusing on the delivery of objectives
- Leading a Team/Project/Task – Focusing on leading a Team/Project/Task or developing people.

Knowledge, skills and experience

You will be required to demonstrate that you meet the requirements and qualifications below as part of the selection process.

Essential requirements:

- Proven track record in a health and safety advisory role
- Experience of working for a multi-site operation
- Up to date working knowledge of all aspects of health and safety management and risk assessment with particular knowledge in Construction Safety and Visitor & Public Safety
- UK driving license or access to independent means of transport
- A working knowledge of Microsoft Office
- Good communication skills, verbal and written, and interpersonal skills

Desirable requirements:

- Experience of providing health and safety advice within the constraints of an historic environment

Qualifications & Professional Memberships:

- NEBOSH National Diploma in Occupational Safety and Health (or equivalent) is essential
- Chartered Member of the Institution of Occupational Safety and Health is desirable



What we offer

We welcome applications from all nationalities, assuming that they have the right to work in the UK: applying for a job with us could open the door to a unique work environment. It will give you job satisfaction and excellent development opportunities, plus a competitive salary, 25 days paid holidays (rising to 30 days after 3 years' service) and 11.5 public holidays a year – pro rata for part time staff.

In addition we offer a great benefits package to our employees which includes:

- flexible working hours (where appropriate)
- special leave
- maternity/paternity leave
- adoption leave
- reimbursement for relevant professional subscriptions
- support for further education and personal development
- study leave for work related courses
- access to a learning resource centre

Health and welfare

We offer you access to:

- our Employee Assistance Programme – for confidential advice and counselling
- an occupational sick pay scheme
- discounts at some local authority leisure facilities
- access to a free Headspace membership
- interest free loans for bicycles and annual travel passes (see 'season ticket' below)
- reasonable adjustments when needed, as part of our Equalities policy

Staff discounts

You will receive:

- free entry to all of our properties (with up to three guests)
- free entry to English Heritage, Manx and Cadw properties
- 20% off purchases in our retail outlets

Season tickets

You can receive an advance to help with the cost of buying an annual season ticket for travel between home and work. The advance is then repaid from your salary over the life of the season ticket. Available to all permanent and fixed-term staff.



How to apply for this post

You can apply on-line by visiting our website at <https://applications.historicenvironment.scot/>

Guidance on completing the application can be found in the 'Guidance notes for applicants' document, also available at the above website, which we recommend that you read, in conjunction with this Job Description.

Your application must arrive by the advertised closing date. Please note that when applying online, we will only be able to see your application once you fully submit it.

If you are unable to complete an online application form, please email recruit@hes.scot, quoting the job title and recruitment reference, and we will arrange for an application form to be sent to you.

Please note that, as we operate an electronic recruitment system, we will contact you via the email address that you provide in your application to inform you of the outcome of your application.

For further information about the post, please contact Glyn Beech, Head of Health, Fire & Safety via email at glyn.beech@hes.scot.

We welcome all applicants from under-represented groups within HES. We know from our [equality monitoring](#) that we need to increase our diversity in terms of ethnicity and disability. We also want to address occupational areas where the ratio is disproportionately in favour of women or men. We ask all applicants to complete the Equality Monitoring section of the recruitment paperwork to help us pursue a diverse and inclusive workforce. In support of our Gaelic language plan we welcome applications from Gaelic speakers.

Human Resources
Historic Environment Scotland