NATIONAL GALLERIES OF SCOTLAND

**OPERATIONS**

**HEALTH & SAFETY ADVISOR (BAND 4)**

**PERMANENT, FULL TIME**

The National Galleries of Scotland (NGS) is home to one the world’s finest collections off art, which ranges from the Middle Ages to the present day.  Our spectacular buildings house the world’s greatest collection of Scottish art, and a world-renowned collection of Scottish and international photography, welcoming many visitors to our three principal sites in Edinburgh: the Scottish National Gallery, the Scottish National Gallery of Modern Art and the Scottish National Portrait Gallery. The National Galleries of Scotland aims to preserve, display and augment the collections for the enjoyment and education of the widest possible public and to maintain NGS as a centre of excellence.

This is an exciting period of renewal for NGS, as we move forward with our engaging strategic vision that puts our audience at the heart of what we do. We’re making it our mission to broaden our impact, matching our rich collections, expertise and creativity to the needs and wants of our visitors. We’re finding new ways to connect with more people, and creating an innovative, inclusive organisation that can meet the challenges of our ever-evolving world.

‘Art for Scotland: Inspiration for the world’ is Our Vision.  Inclusive, original and ambitious – we will make the national collection accessible to all and inspire curiosity across the world.

At NGS we are committed to looking at how we operate as well as how we engage with our visitors and communities. We want to play our part in tackling the Climate Emergency. We will ensure Equality, Diversity and Inclusion (EDI) is embedded across our organisation, ensuring everyone feels a sense of belonging and can be themselves.

NGS are working towards reducing our environmental impact and aim to have net-zero carbon emissions before 2045. Our response to the Climate Emergency and EDI are integral to our work and all our colleagues and departments play a part in achieving this. Our primary Climate Emergency focus areas are engaging our communities, improving our operations and adapting to future climate changes.

**Health and Safety Advisor**

The role

Responsible for ensuring the NGS is compliant with all health and safety legislation. The role will make certain that policies, processes, and procedures are in place to keep people (staff, visitors, contractors), buildings, and art safe. Establishing and monitoring risk assessments and providing support to make certain that safety measures are tested, and records are maintained. Promoting a positive and effective health and safety culture across NGS.

The team

You will be part of the Operations Division and will work across all sites and departments.

Responsibilities

* Develop and maintain an appropriate health and safety management system including all necessary policies and procedures
* Promote the importance of health and safety across the organisation, being a positive role model and advocate to ensure all colleagues, suppliers and contractors positively engage in health and safety and are aware of health and safety best practice for their specific role and activities
* Provide specialist advice for health and safety across the organisation
* Promote the importance of health and safety across the organisation, being a positive role model and advocate to ensure all colleagues, suppliers and contractors positively engage in health and safety and are aware of health and safety best practice for their specific role and activities
* Develop and deliver health and safety training and support as appropriate, ensuring all staff are aware of their responsibilities and obligations under health and safety legislation
* Manage the reporting of accidents and incidents under RIDDOR, regularly reviewing and reporting all occurrences
* Collate and maintain records of all matters pertaining to health and safety
* Promote fire safety and ensure compliance
* Provide the Health and Safety Committee, NGS leadership and NGS Trustees with reports detailing activities and practices, identifying opportunities to continuously improve
* Direct control of annual H& S budget

**KNOWLEDGE, SKILLS AND EXPERIENCE**

The following range of knowledge skills and experience are required. Please ensure these are reflected in your application. Short listing for interview will be based on meeting these requirements.

**Essential**

* Degree level or equivalent professional qualification
* Chartered Member of the Institute of Occupational Safety and Health
* Excellent communication, engagement and training skills on all aspects of health and safety
* Excellent IT skills, ability to pick up and use different software packages and proficient Microsoft Office user.
* Significant recent experience in a similar H& S role providing H& S advice, system development, implementation, training and audit.

**Desirable**

* Full driving license

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

**SUMMARY TERMS AND CONDITIONS**

Salary  £37,105 - £41.526

Starting salaries will normally be at the minimum or at a rate that reflects qualifications and/or experience which are of special value for the post and which are above minimum entry requirements.

Hours 42 hours per week inclusive of lunch breaks

Annual Leave 25 days per annum & 11.5 public and privilege holidays FTE, pro-rata depending on hours

Pension Civil Service pension provisions enables the National Galleries of Scotland to offer a choice of occupational and stakeholder pensions, giving you the flexibility to choose the pension that suits you best.

*Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.*

