

# JOB DESCRIPTION

POSITION	Environmental Health and Safety Advisor
REPORTS TO	Facilities Manager
DEPARTMENT	Facilities
DIRECT REPORTS	None
CONTRACT	Permanent, Salaried, 37.5 hours

## VISION, MISSION AND VALUES

### Our Vision

A Scotland where all people feel empowered through learning and engagement with science to make positive differences in their lives, their communities and to society as a whole.

### Our Mission

We want to inspire everyone to explore and understand the world around them and to discover and enjoy science.

### Our Values

Are at the heart of our business and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **We strive for excellence** to be the best we can be to make a positive impact on society.
- **We are inclusive** and want to make GSC a welcoming, respectful and supportive community for everybody.
- **We innovate** by being proactive, inquisitive and always ready to learn and improve.
- **We collaborate** to build relationships with our community to empower and support lifelong learning together.

## ROLE PURPOSE

To develop, implement and maintain GSC's Environmental, Health and Safety policies and procedures, ensuring they are fully deployed and compliant with relevant legislation and best practice together with the provision of training, support and guidance to managers, staff and contractors to promote a positive environmental, health & safety culture across the organisation.

## KEY RESPONSIBILITIES

- To ensure that GSC has up to date environmental, health and safety policies and procedures in place to meet all relevant legislative requirements and best practice and that these are subject to regular review and updates.
- To advise on the implications of current and new legislation and ensure that steps are taken to implement any new requirements.
- To work with managers, staff and contractors to ensure risk assessments are prepared and reviewed as required for all activities undertaken.
- To support managers, staff and contractors to maintain safe systems of work and implement best practice, including providing specialist advice and coaching.
- To provide support and guidance to managers, staff and contractors on systems and procedures to meet specific requirements such as incident reporting, waste disposal and the Control of Substances Hazardous to Health (COSHH).
- To update and deliver a range of health and safety training programmes to managers and staff including, incident reporting, risk assessment preparation, toolbox talks, fire evacuation and manual handling.
- To assist with incident investigations and ensure appropriate action is taken in response to any reported incident.
- To assist with the development and implementation of policies and procedures to expand and enhance our environmental, sustainability and carbon reduction activities.
- To be a lead member of GSC's Environmental, Health and Safety Committee and produce reports on all aspects of environmental, health and safety management and compliance across the organisation including accident/incident statistics.
- To implement the GSC 5 star Customer Service promise. Offer a fun, safe and welcoming environment to all customers.
- To work within the guidelines of GSC's Health and Safety policies and procedures.

- To provide an integrated, coordinated and professional level of service to our customers at point of contact.
- To carry out other reasonable duties/tasks as required, to deliver and meet Glasgow Science Centre’s organisational objectives.

**PERSON SPECIFICATION**

Qualifications, Skills, Experience and Knowledge	Essential	Desirable
Experience in a similar role that includes policy writing, risk assessment, incident investigation/reporting and training of others	X	
NEBOSH Certificate or similar relevant qualification is essential	X	
In-depth knowledge and practical implementation of health and safety legislation	X	
Knowledge and understanding of the principles and value of sustainability		X
Strong interpersonal skills and ability to work well at all levels	X	
Experience of collaborative working with internal and external stakeholders	X	
IT Skills – Microsoft 365 including Office, Teams and SharePoint	X	

**Personal Qualities**

- A high level of commitment to GSC’s vision and mission.
- Positive and dynamic self-starter with a passion for excellence, creativity and innovation.
- Excellent problem solving and decision-making skills.
- Ability to communicate effectively at all levels of the organisation in a professional manner and display an inclusive approach when working with a diverse range of people.

- Ability to work effectively on own initiative and as part of a team.
- Ability to prioritise own workload, manage time effectively and work to tight deadlines.
- Able to use initiative to minimize waste in resources and processes.
- A flexible approach to meet overall deadlines and needs of GSC, both within and out with your own department.