



Recruitment Information

Health and Safety Manager

PUBLICATION DATE: 10 September 2021
CLOSING DATE: 8 October 2021

Health and Safety Manager

£36,955 to £39,795 per annum plus membership of Civil Service pension scheme

We are pleased to be bringing to the market this exciting permanent role which is a part of National Museums Scotland's Human Resources team.

The primary purpose of the role is to advise our Directors and Managers on all safety, health and welfare matters, ensuring we comply with our statutory obligations and that the working and visiting environment is safe.

You will have responsibility for conducting and overseeing the health and safety management system, risk assessments, safety inspections, investigations, audits and practice fire drills. You will also champion the improvement in health and safety awareness through National Museums Scotland, identifying corporate and departmental training needs.

You will keep records on all accidents and incidents and resultant plans that enable National Museums Scotland to fulfil its commitments as a responsible organisation.

With a health and safety professional qualification or degree in a relevant area, you will have experience of working in a large organisation in an operational Health & Safety role at this level, some of which should be in an advisory capacity. You will also have experience of embedding a positive safety culture, establishing and implementing health and safety policy and procedures and have a good understanding of current and emergent health and safety legislation and its implementation.

For further details about the post, please review the job description and person specification.

Please use the following links to find out more about [National Museums Scotland](#) and our range of [employee benefits](#). To apply for this post visit <https://www.nms.ac.uk/about-us/jobs-and-volunteering/job-vacancies/>. The vacancy reference number for this post is **NMS21/52**.

The closing date for completed applications is **4.00pm on 8 October 2021**. Applicants who are shortlisted can expect to attend a selection event. It is anticipated that this will take place on **9 November 2021**.

Please note that CVs are not considered as part of applications and will not be forwarded to the shortlisting process.

Find out more about [National Museums Scotland](#) and our range of [employee benefits](#).

National Museums Scotland is committed to being an Equal Opportunities Employer. We are keen that our workforce profile reflects the diversity of our visitors and audiences. Therefore, all jobs at National Museums Scotland are open to everyone and we encourage applicants from all backgrounds, irrespective of sex, gender identity, race, disability, religion or belief, sexual orientation or age. We welcome candidates who think they have the required skills and can make a contribution in this key role.

JOB DESCRIPTION

Post Title: Health and Safety Manager		
Department: Human Resources	Section: Health and Safety	
Directorate: People	Grade: 3	Hours: 37pwk
<p>Purpose of Post:</p> <p>The primary purpose of the role is to advise the Directors and Managers of National Museums Scotland on all safety, health and welfare matters, to ensure the Company complies with its statutory obligations and that the working and visiting environment is safe.</p>		
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Advise National Museums on Health & Safety best practice and develop policies to ensure that all areas meet the legislative requirements. Contribute as H&S advisor to project groups. • Responsible for conducting and overseeing risk assessments, safety inspections, audits and practice drills, to ensure that both working and visiting areas are safe. • Ensure that National Museums Scotland meets the necessary Health & Safety legislative requirements and liaise with appropriate external agencies to verify. • Champion the improvement in health and safety awareness throughout National Museums Scotland, identifying corporate and departmental training needs and delivering through liaison with the Training & Development Manager. • Oversee the development of improvement plans where required and track their deployment to ensure that all risk areas are addressed. • Keep records on all relevant incidents and resultant plans, so that National Museums Scotland can demonstrate its commitment as a responsible organisation. • Update and maintain Health & Safety policy, procedures and processes so that National Museums Scotland can clearly communicate to colleagues the standards that are expected. • Introduce, oversee and co-ordinate the implementation and management of the Health & Safety Management System, • Help promote and prepare NMS management approach to the threat of counter terrorism. • Play a coordinating role implementing and supporting H&S digital asset management systems across the Museum. 		

<ul style="list-style-type: none"> • Play a coordinating role for the safe management of complex hazards identified at the Museum as required. • Commission and oversee the use of external consultants to provide expertise. • Co-ordinate and administrate the Health & Safety Committee and Health & Safety Co-ordinators group. • Be committed to good Health & Safety and ensure familiarity with National Museums Scotland's Health & Safety policies, procedures and guidelines.
<p>Expected Outcomes:</p> <ul style="list-style-type: none"> • Consistent application of Health & Safety policies and procedures, including asbestos management and fire safety management, across National Museums Scotland. • A positive safety culture and continuous improvement in Health & Safety throughout National Museums. • Identification to senior management of Health & Safety risks.
<p>Reports to:</p> <p>Director of People</p>
<p>Facts and Figures:</p> <p>Budget: £15K for consultant fees, specialist equipment.</p> <p>Staff Managed: none</p> <p>Other:</p> <p>Total museum staff 466 across 5 sites</p>
<p>Thinking Skills (Judgement / Decisions Made):</p> <ul style="list-style-type: none"> • Required to analyse the Health & Safety processes and procedures throughout National Museums and ensure that they meet the legislative requirements. • Can make expert recommendations on policy changes which require to be authorised by the Board. • Can make immediate decisions on day-to-day operations where risks are identified. Large scale risks will require the involvement of external agencies.
<p>Communication and Contact:</p> <p>Internal:</p> <p>Liaising with colleagues at all levels and across all National Museums Scotland sites</p> <p>Providing training in Health & Safety</p>

External:

External agencies – e.g. HSE, specialist consultancies

Professional bodies – Fire Service, various local authorities, IOSH, Public Health England

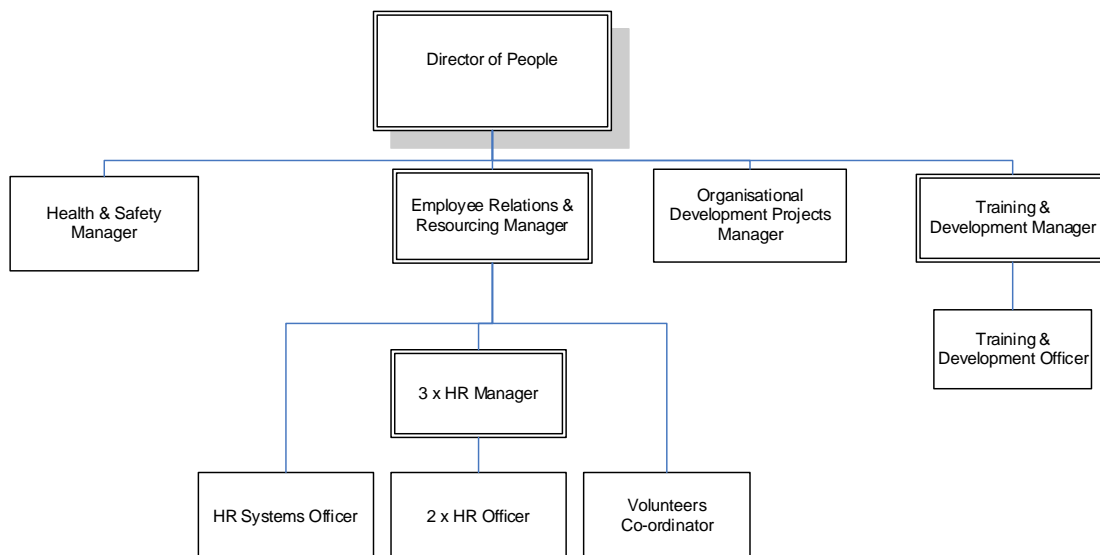
Most challenging parts of the job:

- Ensuring that National Museums Scotland continues to improve on Health & Safety matters and risk management.
- Ensuring that Health & Safety policy, procedures and developments are applied consistently across National Museums Scotland.
- Influencing senior management.
- Devising strategic and pragmatic solutions to a broad range of issues, on occasion without precedent.
- Managing conflicting priorities.

Other Requirements, e.g. multi-site working, on call, etc.

Required to work across all sites.

Organisational Chart:



PERSON SPECIFICATION

Post Title: Health and Safety Manager		
Department: Human Resources	Department: Health and Safety	
Directorate: Human Resources	Grade: 3	Hours: 37pwk

Knowledge	Essential or desirable	Evidence assessed by
Hold a Health & Safety-related professional qualification or relevant degree	Essential	Application/ Certificate
Registered Health & Safety Practitioner	Desirable	Application/ Certificate
Corporate membership IOSH	Essential	Application/ Certificate
Maintenance of Continuous Professional Development in appropriate areas	Essential	Application/ Selection Event
Knowledge of current Health & Safety legislation, issues, policies, procedures and initiatives	Essential	Application/ Selection Event

Skills	Essential or desirable	Evidence assessed by
Ability to deal confidently with sensitive health and safety matters	Essential	Application/ Selection Event
Very good attention to detail	Essential	Application/ Selection Event
Budgetary control	Essential	Application/ Selection Event
ICT skills in Microsoft Word, Excel, PowerPoint and Outlook	Essential	Application/ Certificate/ Selection Event
Full driving licence	Desirable	Application/ Licence

Experience	Essential or desirable	Evidence assessed by
Experience of working in a large organisation in an operational Health & Safety role at this level, some of which should be in an advisory capacity.	Essential	Application/ Selection Event
Experience of establishing and implementing Health and Safety policy, procedures and processes in a multi-site organisation.	Essential	Application/ Selection Event
Understanding and implementing Health and Safety legislation	Essential	Application/ Selection Event
Keeping accurate and comprehensive records health and safety accidents, incidents and plans	Essential	Application/ Selection Event
Maintaining current knowledge of health and safety legislation and reviewing and updating health and safety policies	Essential	Application/ Selection Event
Experience of dealing with trade unions and/or colleague representatives on health and safety matters.	Essential	Application/ Selection Event
Delivery of Health and Safety training.	Desirable	Application/ Selection Event



National Museums Scotland has a **Competency Framework** with six competencies. Individuals for this job are expected to demonstrate competence in five of these areas. These will be assessed from the Application and at the Selection Event.

Competency	Level	Detail
<p>Building Relationships</p> <p>Works effectively and professionally as part of their team and co-operates with others across the organisation; collaborates and networks externally for specific outcomes and projects; forms partnerships, nationally and internationally for mutual benefit.</p>	<p>3</p>	<p>Develops, establishes and manages collaboration</p> <ul style="list-style-type: none"> • Helps others understand other Museums Scotland roles and functions, internally or externally • Helps make connections for people, putting people in touch to facilitate cooperation and collaboration • Proactively manages the delivery and the expectations of internal and external stakeholders, in terms of responsibilities, outputs and outcomes • Understands conflicting outlooks and demonstrates a willingness to find common ground • Builds and maintains a strong external network and looks for opportunities for external collaboration and partnership
<p>Communicating and Engaging</p> <p>Uses communication and interpersonal skills flexibly across all channels of communication, to engage, influence, persuade and negotiate ensuring a shared understanding and commitment to act.</p>	<p>3</p>	<p>Influences and persuades in complex situations</p> <ul style="list-style-type: none"> • Communicates with credibility and authority, presenting a compelling point of view • Keeps lines of communication open at all times for feedback and exchange • Considers the needs of National Museums and its staff and stakeholders in determining appropriate communication channels • Delivers difficult messages constructively to staff, customers and others when required • Influences and persuades senior stakeholders and gains commitment of others to act and achieve outcomes

<p>Focusing on your Customers</p> <p>Places the customer at the heart of what they do, engages, listens and responds to deliver exemplary service, creating an outstanding experience, supporting a culture of service excellence, both internally and externally.</p>	<p>3</p>	<p>Manages customer relationships and service levels</p> <ul style="list-style-type: none"> • Proactively finds out what our diverse customer groups want by research, testing and evaluation • Analyses the customers' needs and takes action to enhance and improve customer service • Develops and effectively manages a network of existing and potential customers, internally or externally • Ensures customer-focused processes, frameworks and systems are in place and operating effectively • Supports internal customers in meeting the expectations of their customers
<p>Improving and Innovating</p> <p>Builds personal, professional and organisational capability by keeping up-to-date, being creative, sharing ideas, taking risks, looking inside and out to continuously improve National Museums Scotland.</p>	<p>3</p>	<p>Facilitates organisational learning</p> <ul style="list-style-type: none"> • Monitors the external environment for emerging trends and opportunities and shares this information • Initiates changes which contribute to continuous improvement • Constructively listens to all ideas and suggestions, feeding them in to planning processes, and explains when this is not feasible • Positively manages resistance and blocks to change and innovation through engaging with others • Proactively manages the impact of innovation and change on staff and stakeholders
<p>Planning for Success</p> <p>Ensures effective delivery and completion by realistically planning and prioritising tasks and managing workload; develops and manages plans, programmes and projects, in consultation with stakeholders and within existing priorities, people resources and budgets.</p>	<p>3</p>	<p>Creates complex plans of action</p> <ul style="list-style-type: none"> • Plans complex activities effectively – sets milestones, collaborates with a range of stakeholders to ensure effective delivery and compliance • Sets parameters and measures to monitor the outcomes from plans and projects • Manages and maximises the use of budgets, people and resources to ensure deadlines, quality indicators and efficiency targets are met; and solutions developed • Ensures effective processes exist to deliver outcomes across the organisation • Knows when to stop analysing and make the best decision with uncertain or limited information

General Information – Interim Health and Safety Manager

Salary

The salary range is £36,955 to £39,795 per annum. Salary on appointment will be subject to qualifications and experience and will normally be within the bottom quarter of the pay range. Pay, including pay progression, is reviewed in negotiation with the recognised trade unions, with an annual settlement date of 1 April.

Where an internal candidate successfully applies for a post which is the same grade as their current post, they will transfer to the new post on the same salary with pay progression as normal.

Hours

Normally a five-day week of 37 hours, excluding lunch breaks. Normal hours of attendance are Monday to Thursday 08:30 to 17:00, Friday 08:30 to 16:30. As an alternative, a flexible working system is in operation.

Location

This post is based at the National Museum of Scotland site in Chambers Street, Edinburgh with travel to other Museum sites and elsewhere as required.

Duration of Appointment

This is a full-time permanent post.

Probation

New employees are on probation for a period of six months from date of appointment.

Pre-employment Checks/Eligibility to Work in the UK

Any offer of employment will be made subject to:

- receipt of references which are satisfactory to National Museums Scotland and cover the full three-year period prior to the date of appointment.
- a Basic Disclosure Scotland check, the result of which must be satisfactory to National Museums Scotland. The cost will be refunded.
- completion of a health declaration form, which is satisfactory to National Museums Scotland.
- Receipt of documentation confirming eligibility to work in the UK.

This post does not fulfil the UK immigration requirements for sponsorship so National Museums Scotland are not able to provide sponsorship under the Skilled Worker route

Selection Process

We use competency-based selection processes. If you are invited to a selection event you will be asked to participate in activities that will enable us to assess your performance against our Competency Framework. Details of our competencies can be found in the Person Specification.

It is anticipated that the selection event for this post will take place on **9 November 2021**.

