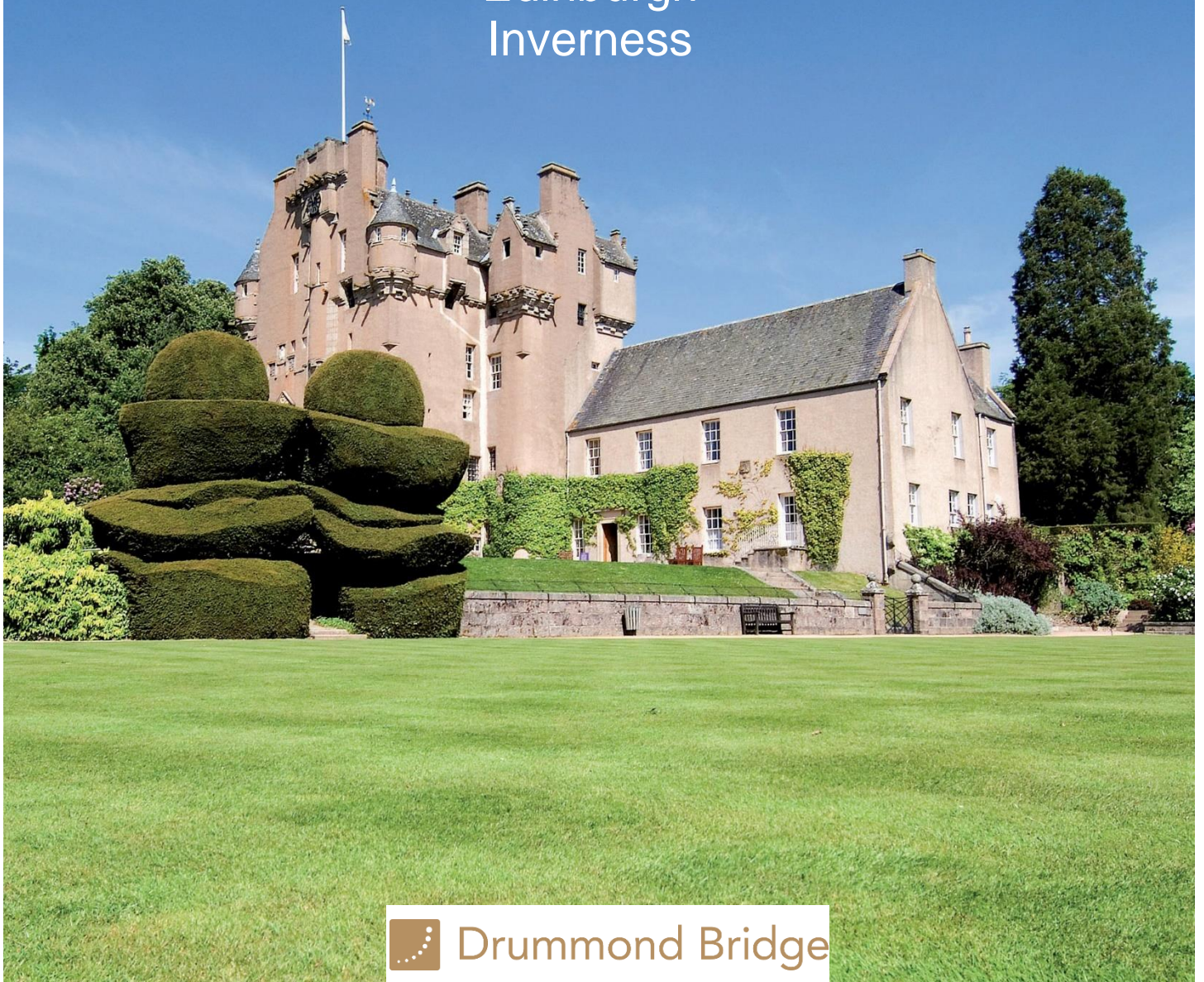


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# POSITION PROFILE

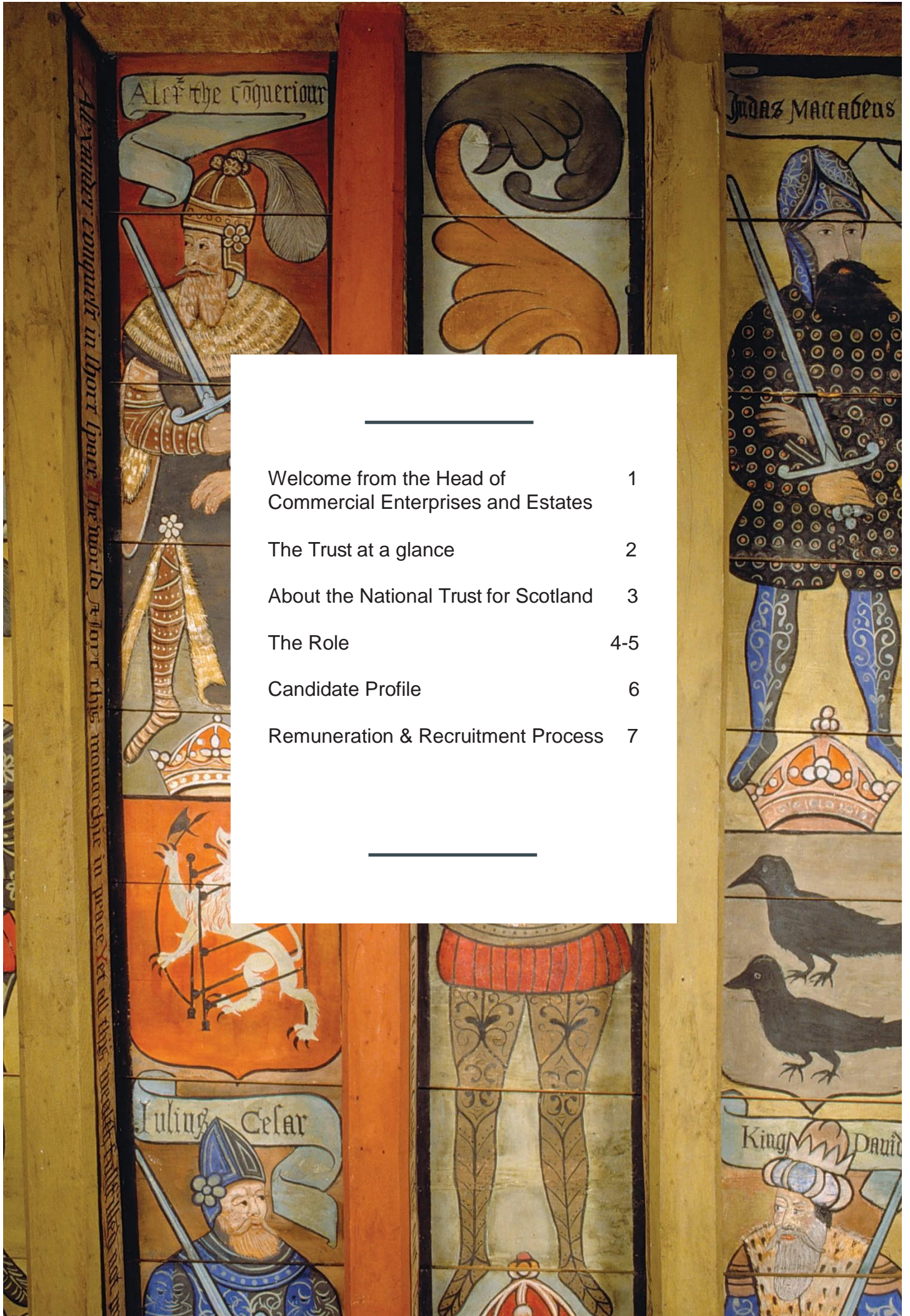
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Health and Safety Advisor  
Edinburgh  
Inverness



Drummond Bridge





Alex the conquerour



Julius Cesar



Judas Maccabeus



King David



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# Welcome from the Head of Commercial Enterprises & Estates

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*'If you have always hankered after the opportunity of working in and around amazing buildings in amazing places of outstanding beauty – this is your moment!'*

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Dear Candidate

Thank you for your interest in this opportunity with the National Trust for Scotland. If you have an affinity with the heritage of Scotland – both natural heritage and built heritage - this position offers truly outstanding job satisfaction. As the fourth largest landowner in Scotland, you would expect to find a plethora of interesting properties – and the NTS delivers in spades with over 1500 individual buildings including: 35 visited Castles and Historic Houses, including a Royal Palace, 270 listed buildings, battlefields which changed the course of history, ancient monuments, 300 residential properties and 50 holiday cottages. There is no other organisation in Scotland with as wide a remit to care for cultural, built and natural heritage.

If that wasn't sufficient to whet the appetite and to highlight the fantastic work the National Trust for Scotland is involved with on a day-to-day basis, I should perhaps also mention a few more fascinating facts about the NTS – 76,000 hectares of Scotland's iconic countryside, 11,000 archaeological sites, St Kilda (the UK's only dual World Heritage Site), 10,000 miles of Scotland's coastline, 46 Munros, 38 major gardens and designed landscapes, 300,000 precious artefacts, 8 National Nature Reserves, 45 Sites of Special Scientific Interest (SSSI), 80,000 beautiful plants, 500 miles of footpaths and in excess of 4 million visitors are welcomed each year at our locations across Scotland. All of which helps to generate a warm glow of pride to be involved with the activities of the Trust.

We have been modernising our structures, resetting our ambitions and are looking to appoint two exceptional Health & Safety Advisors to join our Health, Safety & Environment team, reporting to our National Health, Safety & Environment Manager. If you have always hankered after the opportunity of working in and around amazing buildings in amazing places of outstanding beauty – this is your moment! Based in Edinburgh or Inverness, your working week will be varied and will involve a degree of travel, with a Castle or Historic House or two thrown in for good measure along the way.

This is your opportunity to become involved in the Trust's work with buildings and places that are not just valued by people living in Scotland, they're of significance the world over. Take a look at our web site to get a glimpse of what the National Trust for Scotland is all about. [www.nts.org.uk](http://www.nts.org.uk)

We need the right appointments to these key positions, industry Health & Safety professionals ideally with a passion for heritage. If you are looking for a diverse role and feel energised by the opportunity to work with an outstanding portfolio, please don't delay in making contact. This is an exciting time to join the team and to further develop a high performing culture.

I wish you well with your application.



**Connie Lovel**  
Head of Commercial Enterprises & Estates




# The National Trust for Scotland at a glance

**8**

National Nature Reserves



**45**

Sites of Special Scientific Interest



**46**

majestic Munros



**10,000**

miles of Scotland's coastline

**St Kilda**

the UK's only dual World Heritage Site



**76,000**

hectares of Scotland's iconic countryside



**38**

major gardens



Conserving Scotland's heritage for

**89 years**

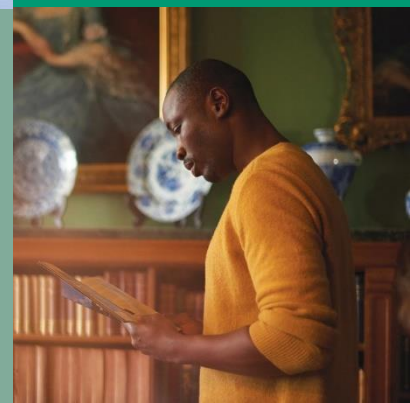
**10,000**

archaeological sites



**1 million**

precious artefacts



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# About the National Trust for Scotland

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*Established in 1931, the Charity is a major player in heritage visitor attractions, nature conservation and inclusion programmes that extend from the classroom to the great outdoors.*

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## About the National Trust for Scotland

Established in 1931, the Charity is a major player in heritage visitor attractions, nature conservation and inclusion programmes that extend from the classroom to the great outdoors. At the heart of why it exists, the Charity seeks to unlock Scotland's stories in ways that bring enjoyment and meaning into people's lives. The whole focus is on experiences that are worthwhile rather than worthy. Visiting Culzean Castle, the Burns' Museum, The Georgian House, Glencoe or Torridon all have qualities that are unique to each of them. But the National Trust for Scotland makes visits to all these and more consistently special.

Nestled amongst the hills, glens, highlands and lowlands lie some of Scotland's most amazing buildings, and places of significant historical importance. With a membership of over 365,000 people, the National Trust for Scotland enjoys over four million visits a year to its iconic and stunning places and exists to ensure Scotland's assets are protected, enhanced and maintained so people can enjoy them for years to come.

The charity is entirely independent but is acting 'for the benefit of the nation in terms of its importance to international tourism, enabling local communities and managing vast amounts of outdoor space as the fourth largest landowner in Scotland. The leadership team blends commercial and conservation disciplines. The ambition is to provide the leading collection of heritage attractions to today's visitors and an even bigger audience in the future.



 Drummond Bridge



## The Role:

# Health & Safety Advisor Operations, Edinburgh and Inverness

### Job Title:

Health & Safety Advisor –  
Operations, Edinburgh &  
East / North

### Reports To:

National Health, Safety &  
Environment Manager  
(Operations)

### Locations\*:

**Edinburgh & East:**  
Newhailes House & Estate  
Musselburgh  
EH21 6RY

### North

Balnain House  
Huntly Street  
Inverness  
IV3 5HR

\*As the Trust's properties and offices are located across the entirety of the Scottish mainland and islands there is an element of travel (and for northern based Advisor, including by boat and air) and occasional overnight stays.

### Overview

The post-holder will support the National HS&E Manager (Operations) in offering a range of health, safety and environmental services (Health and Safety being the primary focus) to the Operations Directorate and is the first point of contact for property management within their allotted property portfolio.

It will be a fundamental function of the post that the post-holder will develop a close and effective working relationship with the management within their allotted properties, including General Managers, Business Managers and Operations Managers. This will enable, and require, the post-holder to respond quickly to requests for assistance as well as becoming a relied upon and readily available professional HS&E practitioner to properties within their portfolio. They will become a key member of the planning/decision-making process.

### KEY RESPONSIBILITIES

#### Health, Safety and Environmental Performance

- To conduct HS&E audits designed to test compliance as a minimum while striving to continuously improve HS&E performance by developing and monitoring agreed improvement plans with properties/functions.
- To produce high quality audits and summaries for management to report on property/function-level HS&E performance.

#### Investigation of Accidents and Near Misses

- To conduct in depth accident/incident investigations designed to explore their cause(s) with a view to identifying failings and preventing recurrence, so far as reasonably practicable.
- To prepare statistical analyses of accident/incidents to help identify trends and to propose actions to mitigate risk.

#### Highlight Areas of Concern

- To be aware of emerging HS&E risks primarily within their portfolio (though cognisant of broader implications), through either accident/incident or other HS&E issues, or through changes in legislation etc, enforcement activity/court cases etc which may have a bearing on Operations Directorate and potentially the broader Trust.
- To prepare statistical analyses of accident/incidents to help identify trends and to propose actions to mitigate risk.



## The Role:

# Health & Safety Advisor Operations, Edinburgh and Inverness (Cont.)

### Job Title:

Health & Safety Advisor –  
Operations, Edinburgh &  
East / North

### Reports To:

National Health, Safety &  
Environment Manager  
(Operations)

### Locations\*:

**Edinburgh & East:**  
Newhailes House & Estate  
Musselburgh  
EH21 6RY

### North

Balnain House  
Huntly Street  
Inverness  
IV3 5HR

\*As the Trust's properties and offices are located across the entirety of the Scottish mainland and islands there is an element of travel (and for northern based Advisor, including by boat and air) and occasional overnight stays.



### Highlight Areas of Concern (Cont)

- To be aware of emerging HS&E risks primarily within their portfolio (though cognisant of broader implications), through either accident/incident or other HS&E issues, or through changes in legislation etc, enforcement activity/court cases etc which may have a bearing on Operations Directorate and potentially the broader Trust.

### Local Support

- To be the 'first point' of specialist contact for their portfolio with regard to HS&E matters and to report matters of concern to the National HS&E Manager (Operations) and relevant General Manager(s).
- To respond effectively and pragmatically to requests from properties for support and advice.
- To agree areas for improvement – derived either from audits, accident/incident investigations or changes in policy/procedures/legislation – with General Managers and property management and liaise with the rest of the HS&E provision within Operations Directorate to ensure consistency and maximise the effective use of time.

### Attendance at Meetings

- To attend regional management and property-level meetings (when appropriate) to report on HS&E performance, promote improvement initiatives and advise on the implications of NTS HS&E policy and procedures.

### Training and Development

- To advise on HS&E training and development requirements within the directorate and where necessary to liaise with colleagues in the HS&E team and People - Training and Organisational Development to meet the demand in the most effective and cost-efficient way.
- To deliver training, as required, and within their level of competence.
- To evaluate training provided to ensure that it raises H&S performance, sustains HS&E improvements through effective transfer of learning and is refreshed at suitable intervals.

### Sensible Management of Risk

- To provide information (such as audit data and accident/near miss statistics) for meetings of the Operational Leadership Group, Regional Team meetings where appropriate and contribute as appropriate to the Operational Risk Register.
- To support the National HS&E Manager (Operations) in proposing measures to manage risk.

# Candidate Profile

*The successful candidate will be a highly experienced Health & Safety professional with an ability to demonstrate their energy, drive and technical expertise with the capability to get buy in and quickly establish credibility with key stakeholders.*

## REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

### Qualifications

- Full NEBOSH Diploma qualified (or equivalent).
- Driving License, valid for driving within the UK.
- NEBOSH Certificate in Fire Safety and Risk Management or equivalent (or committed to achieving formal qualification within 6 months of appointment).
- Chartered Membership of IOSH

### Experience

#### Essential

- Sound, broad post qualification experience.
- Experience of HS&E auditing.
- In-depth experience of conducting and reporting on accidents and near miss/incidents including the development of strategies for preventing recurrence.
- Familiarisation with extracting HS&E performance indicators (both lagging and Accustomed to providing HS&E support in a complex, multi-functional organisation.
- Some experience in the development of policy and procedures, either to sign-off or as a contributor.
- Highly developed communication and influencing skills.
- Self-sufficient in use of MS Office products.
- Experience of designing and presenting HS&E training activities.

#### Desirable

- Knowledge of automated health and safety management information systems
- Awareness of HS&E issues, either through on going CPD, attendance at IOSH (or similar) events or knowledge of HS&E issues in the conservation/heritage sector.
- Knowledge of emergency planning strategies and practice.

## DIMENSIONS AND SCOPE OF JOB

- Scale: The post is contained within the Operations Directorate and gives support to a specific portfolio of properties (see Appendix). However, through the National HS&E Manager (Operations) it contributes to and delivers, Trust-wide ('national') initiatives and programmes.
- People Management: The post holder reports to the National HS&E Manager (Operations).
- Finance Management: The post holder has no budgetary responsibility.
- Example key performance indicators and targets: The post holder will monitor key indicators such as accidents/incidents within their respective portfolio and contribute to regional data and will ensure that quantifiable aspects of HS&E audits are scrutinised and reported on.



 Drummond Bridge



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# Remuneration & Recruitment Process

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**Job Title:**

Health & Safety Advisor –  
Operations, Edinburgh &  
East / North

**Reports To:**

National Health, Safety &  
Environment Manager  
(Operations)

**Locations\*:****Edinburgh & East:**

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**Remuneration**

**Salary:** Commensurate with experience + Car Allowance £3,800 pa

**Pension:** Group Personal Pension Scheme (Defined Contribution)

**Holidays:** 30 Days (including stats) + 7.5 Trust Fixed Days

**Recruitment Process**

In the first instance interested parties should contact Roddy McCallum, the lead consultant managing this assignment for Drummond Bridge by email:

[roddymccallum@drummondbridge.com](mailto:roddymccallum@drummondbridge.com) or call 01414337973

