



Role Profile

Role Details			
Role Title	Senior Health and Safety Officer	Section	Healthy, Safety and Environmental
Division	Support Service	Report To	Healthy, Safety and Environmental Manager
Grade/Salary	SP39-45	Date Completed	25 March 2025
Company Overview			
<p>As one of Scotland's largest construction companies, we provide a range of repairs and maintenance, manufacturing, construction, and refurbishment activities across the public, private and third sectors.</p> <p>As well as providing the largest construction craft apprenticeship programme in Scotland, we also operate Royal Strathclyde Blindcraft Industries (R.S.B.i.), one of the largest supported manufacturing businesses in Europe. R.S.B.i. employs just under 200 people, more than 50% of whom have a disability.</p> <p>Our unique social ethos of building a sustainable future underpins our drive to deliver excellence across a wide range of high-quality construction and manufacturing operations. These include Repairs and Maintenance, Design and Build Construction projects, New House Building, major investment and refurbishment, manufacturing and specialist services including district heating, solar thermal and solar PV installations.</p>			
<p><u>Our Values</u></p> <p>Community – To build more sustainable communities through social, economic and community engagement.</p> <p>Trust – To be trusted by our employees, clients, and partners.</p> <p>Ambition – To do more for our client and partners and provide more opportunities for our employees.</p> <p>Honesty – To promote at all times in our communication.</p> <p>Excellence – To deliver quality in everything we do.</p>			
<p><u>Our Mission Statement</u></p> <p>To contribute excellence in construction, repairs, maintenance, manufacturing and training to our customers, our employees, partners, suppliers, and the local communities in which we work.</p>			
<p><u>Benefits</u></p> <p>As part of City Building, we offer sector-leading benefits package, the successful candidate will receive the following:</p> <ul style="list-style-type: none">– A rewarding career with a competitive salary.– Access to contributory pension scheme – Strathclyde Pension Fund.– Excellent annual leave entitlement– Enhanced maternity, paternity, and adoption/shared parental leave.– Access to excellent health and wellbeing initiatives.– Access to a discounted gym membership.– Facility to make payments directly from your salary.– Workplace parking and more.			

Role Summary

The Senior Health and Safety Officer is a key position within the organisation, within the Health, Safety and Environmental team, reporting directly to the Health, Safety and Environmental Manager.

The role will be to support and provide assistance to the Health, Safety and Environmental Manager in all aspects of Health and Safety Management and specifically the provision and implementation of the Health and Safety Management systems for the business. To ensure that all health and safety legislation is adhered to, and policies and practices are adopted by offering expert knowledge and skills in order to generate and promote a positive health and safety culture within the organisation.

You will add value and be expected to play a key role in the development and management of the Health and Safety team.

You will provide advice and guidance to our operational divisions in all aspects of Health and Safety Management and working within our ISO 45001 management systems.

You will assist with ensuring the effective liaison between the divisions in support of the business and will provide professional advice and guidance on all Health and Safety matters.

You will be required to provide assistance in managing staff, the establishment of priorities and work programs, setting targets and objectives ensuring they are met. Compliance with all relevant legislation and the implementation of policies and procedures and assist in preparing and maintaining procedures for the health and safety group.

Other elements of the role will be to carry out Fire Risk assessments, health and safety audits, inspections and investigations of accidents and incidents, ensuring the implementation of any corrective, preventative and/or remedial actions as necessary. In addition, you will assist operational managers in the areas of CDM, asbestos with the ability to develop and deliver effective health and safety training sessions.

At the date of preparation this role profile provides a comprehensive overview of the position. It is not an exhaustive list of all possible duties, and it is recognised that this role may evolve over time. Consequently, this is not a contractual document, and the post holder will be required to perform any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Role Outputs

Role Output:	Includes the Requirement to:
Advice and Guidance	<ul style="list-style-type: none">– Act as a senior point of contact for health and safety advice to management and staff.– Support project planning with health and safety considerations.
Risk Management and Control	<ul style="list-style-type: none">– Lead on writing and approving risk assessments, metho statements (RAMS) and safe systems work.– Conduct site safety inspection and dynamic risk assessment on active sites.
Investigative, Reporting and KPI Monitoring	<ul style="list-style-type: none">– Lead investigation of incidents, accidents, near misses and dangerous occurrences throughout all areas of the business.– Prepare detailed investigation reports, root cause analysis, and lessons learned briefings for Senior Management and site teams.– Produce regular report for Senior Management and/or committees on health and safety performance.– Monitor and track key health and safety performance indicators.– Contribute to continuous improvement initiative in health and safety culture and performance.
Compliance with professional, regulatory, statutory, and corporate requirements.	<ul style="list-style-type: none">– Comply with and implement all City Building Policies and Procedures.– Ensure safe site setups and ongoing compliance with inspections.– Act ethically and with integrity.– Deal with regulatory bodies such as HSE, SEPA, etc.

Health, Safety & Environmental	<ul style="list-style-type: none"> – Ensure the organisation complies with all relevant health and safety legislation, regulations and codes of practice. – To carry out work in accordance with the Health and Safety at Work Act 1974 – To ensure that all Health and Safety requirements are adhered to. – Always ensure a safe working environment. – Ensure wellbeing is a priority. – Have an understanding of Environmental legislation, especially those relating to City Building activities.
General	<ul style="list-style-type: none"> – Attend Training and meetings assigned to your role. – Complete all compulsory GOLD and Safety Media training for your role. – Establish, develop, and maintain effective working relationships with all work colleagues. – Undertake any other duties as may reasonably be required in line with the level of responsibility of the role and in order to meet the changing needs of City Building.

Key Behaviours and Competencies

Our Senior Health and Safety Officer will demonstrate the following behaviours and competencies:

Behaviours and Competencies:	Includes the Requirement to:
Health, Safety and Compliance	<ul style="list-style-type: none"> – Comprehensive understanding of Health and Safety legislation, especially those relating to City Building activities. Ensure compliance with City Building's internal policies and industry standards. – Ability to assess and manage risks associated with your work activities, ensuring that work is carried out in a safe and compliant manner. – Ensuring that all necessary quality standards are met. – Prioritise safety over operational pressures.
Attention to Detail and Diligence	<ul style="list-style-type: none"> – Spot hazards that may be missed by other on site or in documentation. – Ensure accuracy and thoroughness in reports, audits, and assessments. – Keep comprehensive record of site visits, inspections, and investigations.
Communication and Interpersonal	<ul style="list-style-type: none"> – Ability to communicate clearly to both technical and non-technical stakeholders. – Effectively manage relationships with a range of stakeholders, Clients, Senior Managers, HSE, and others. – Ability to write clear, concise, and accurate reports, ensuring compliance with relevant regulations and standards. – Build strong relationships with site teams, senior managers and external partners.
Leadership and Management	<ul style="list-style-type: none"> – Ability to inspire, motivate, and manage a team. – Provide clear direction, manage workloads effectively, and ensure your team has the necessary resources, support, and training. – Demonstrates a commitment to staff development by identifying training needs through Training Needs Analysis (TNA), providing opportunities for professional growth, and empowering staff to deliver excellent service. – Hold team members accountable for their work performance, ensuring tasks are completed to a high standard and within the required timeframes. Address any performance issues or concerns swiftly and professionally.

Trust and Confidentiality	<ul style="list-style-type: none"> - You must ensure that any sensitive information is handled confidentially and responsibly. - Build and maintain trust with all stakeholders by consistently handling confidential matters with professionalism and respect.
Ethical and Professional Integrity	<ul style="list-style-type: none"> - Able to demonstrate honesty and transparency in all professional dealings. - Adhering to high ethical standards, maintaining the reputation of the organisation, and ensuring the confidentiality of sensitive information. - Remain impartial and fact-based when investigating incidents or reporting non-compliance.

Person Specification

You will be an experienced Health and Safety professional holding a NEBOSH Diploma or equivalent, preferably MIOSH OR CMIOSH and have excellent interpersonal and communication skills.

You will be knowledgeable and credible in the business areas of work such as Construction, Manufacturing and Building Maintenance representing the interests of the business at all times.

You will be fully conversant with up-to-date developments within the Health and Safety field and bring an innovative approach to new developments.

You will be comfortable operating at a Senior level

You will be required to have a flexible approach to this role and in your contribution to the success of the business.

You will require to have a level of Management/Supervisory experience and a driving licence.

You must be honest and trustworthy with an approachable nature and be able to communicate complex and potentially distressing information to a wide range of Stakeholders in a calm and clear fashion.

Essential:

NEBOSH Diploma or equivalent

Demonstrable track record of delivering safety services in a complex organisation.

A proven track record of providing direction to a Health and Safety function by effectively engaging with a diverse, multi-site and complex organisation ideally involving business services and construction

Proficient professional knowledge of all relevant health and safety legislation

Demonstrable experience of developing, managing and improving company-wide safety management systems and assurance frameworks

Track record in advising senior managers on safety advice to support service delivery

Demonstrable experience of being an effective, credible and engaging communicator, both verbal and written

Proficient professional knowledge and track record in the Management of Health and Safety

Able to develop and organise Teamwork plan and workloads to achieve priorities and objectives

Desirable:

It would be advantageous to possess the following:

- Chartered Member of IOSH - CMIOSH
- Degree in Health and Safety Management
- FPA - Fire Risk Assessor
- ARCA - Duty to manage Asbestos
- Manual Handling Risk Assessor
- Noise Assessor
- Vibration Assessor
- IEMA - EMS auditing

Requirements

Qualifications/Licence/Certification/Experience level...

- Full driving licence
- NEBOSH Diploma or equivalent
- Proven experience in Health and Safety service delivery
- Proven experience operating and managing Health and Safety management systems
- Knowledge of industry standards and procedures

Interdependencies

- GCC and WHG Heads of Service
- City Building Business Unit Project Managers/Contract Managers / Operations Managers
- City Building HSE Team
- City Building Training Team
- Facilities Management
- Trade Union Representatives
- City Building CBIT
- External Auditors
- HSE, SEPA, etc.
- External Agencies
- All personnel within City Building

Conditions

Your normal place of work will be 350 Darnick Street, Glasgow G21 4BA, but City Building has the discretion to place you in any establishment within their control.

Your contracted hours of work will be 35 hours per week to be worked to suit the needs of the business.

You will operate at all times within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.