

# Health & Safety Manager

Job description and person specification

June 2025

**ROYAL  
BOTANIC  
GARDEN  
EDINBURGH**





## Job description

### Main Duties

We're looking for a passionate and proactive Health & Safety Manager to lead the way in fostering a culture of safety, care, and collaboration across all areas of RBGE. In this pivotal role, you'll champion the highest standards of health, safety, and compliance — ensuring that everyone who works in, visits, or partners with us feels safe and supported.

You'll shape and deliver strategies, policies, and initiatives that empower teams to take shared responsibility for creating a safe and healthy environment. As our Health & Safety subject matter expert, you'll guide our dedicated team of four Health & Safety Advisors, work in partnership with Trade Union safety representatives, and be our key liaison with regulatory bodies and external auditors.

Based at our beautiful Edinburgh headquarters, you'll also travel to our regional gardens in Dunoon, Port Logan, and Peebles — each with its own unique character and challenges.

RBGE is home to historic buildings, scientific research facilities, and stunning glasshouses, as well as being a much-loved visitor destination and events venue. With around one million visitors each year, your work will help ensure that everyone — colleagues, volunteers, and visitors alike — can enjoy our spaces safely.

# Core responsibilities:

## Health & Safety Management

- Champion a positive and proactive health and safety culture across RBGE, using leading indicators and performance metrics to drive continuous improvement.
- Serve as the Subject Matter Expert (SME) for health and safety, supported by a team of divisional advisors, and act as the main point of contact for regulatory bodies and external audits.
- Lead the development and ongoing improvement of RBGE's Health and Safety Management System in line with HSG65, ensuring policies, procedures, and documentation are up to date and effective.
- Oversee the implementation and maintenance of the organisation's digital Health and Safety Management System, ensuring compliance with all relevant legislation.
- Manage the statutory health surveillance programme, ensuring the wellbeing of staff across all areas of the organisation.
- Design and deliver a robust compliance programme through regular audits and inspections, supporting a culture of accountability and shared responsibility.
- Lead investigations into incidents, accidents, and near misses, producing clear reports and ensuring timely implementation of corrective actions.
- Ensure fire safety compliance and lead on emergency preparedness, including the development and testing of evacuation plans and drills.
- Collaborate with colleagues across the organisation to align health and safety priorities with operational goals and strategic plans.

## Operational & Compliance Support

- Provide expert guidance and practical support for a wide range of activities — from scientific research and horticulture to visitor experiences and public events — ensuring appropriate risk assessments and safety protocols are in place.
- Partner with the Estates team to ensure health, safety, and statutory compliance in building maintenance and infrastructure projects.
- Keep abreast of changes in health and safety legislation and best practice, ensuring RBGE remains compliant and forward-thinking.

# Person specification

## Essential Criteria

### Skills & Experience

- Proven ability to build and maintain effective relationships with external bodies such as the Scottish Fire and Rescue Service and Environmental Health Officers.
- Confident in conducting risk assessments, audits, and delivering engaging safety training sessions.
- Strong analytical and problem-solving skills, with experience in incident investigation and root cause analysis.
- Excellent communication and interpersonal skills, with the ability to engage and influence a wide range of stakeholders including staff, contractors, and external partners.
- Proficient in using digital safety management systems and reporting tools.
- Able to manage multiple priorities effectively in a fast-paced and evolving environment.
- Collaborative team player with experience working in multi-disciplinary settings.
- Demonstrated success in developing and leading impactful health and safety initiatives within complex organisations.
- Skilled in preparing clear, concise reports and presenting to senior leadership teams.

### Knowledge

- In-depth understanding of UK health and safety legislation (e.g., Health and Safety at Work Act, COSHH, RIDDOR, CDM Regulations).
- Awareness of environmental management principles and practices.
- Familiarity with maintaining ISO certification standards (e.g., ISO 45001, ISO 14001).

### Qualifications

- NEBOSH Diploma in Occupational Health & Safety or equivalent.

### Desirable Criteria

- A recognised qualification in environmental management (e.g., IEMA Certificate, ISO 14001).

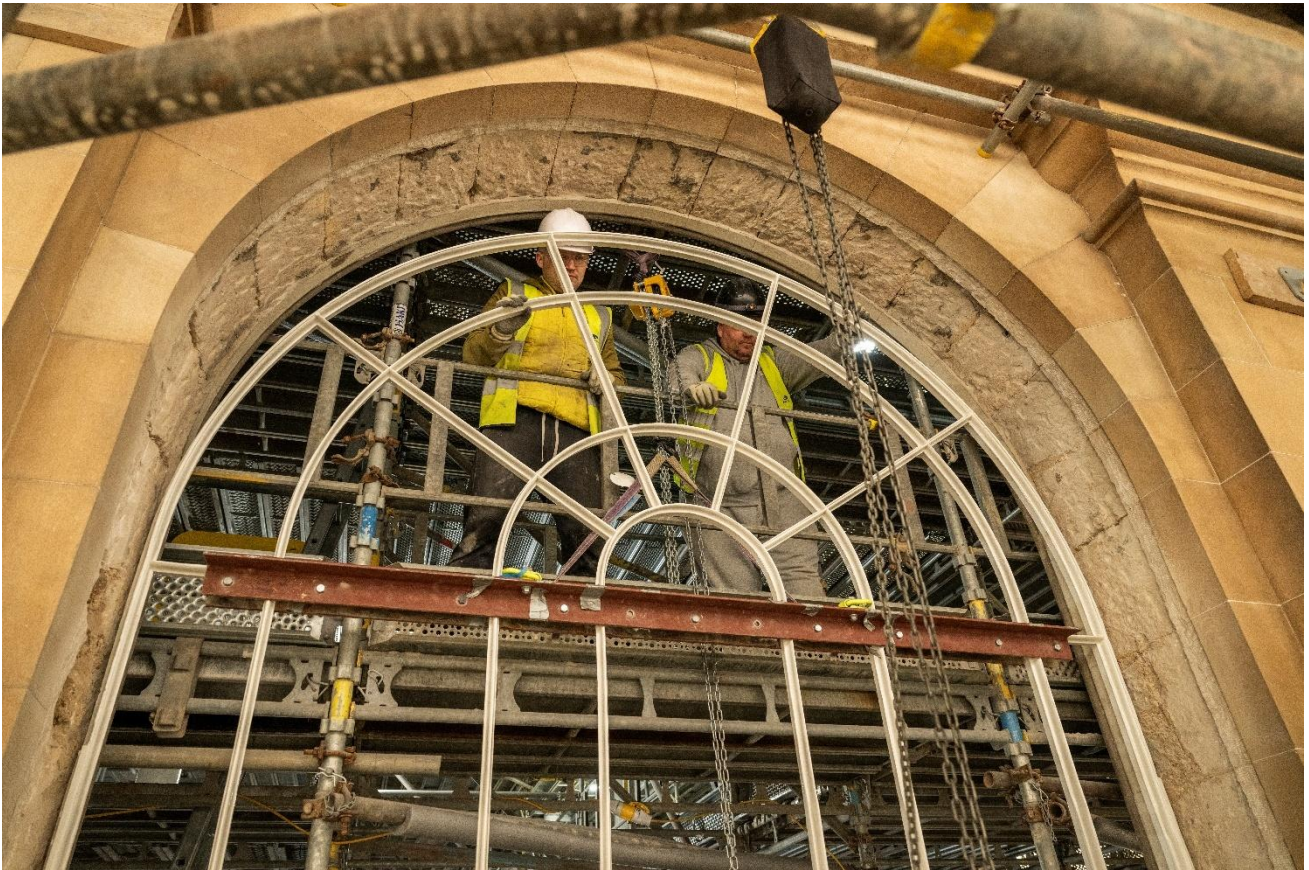


The Royal Botanic Garden Edinburgh  
is a charity (registration number SC007983).

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