

Role: Health & Safety Advisor	Directorate: People Department
Reports to: Head of Health & Safety	Pay Grade: Grade 5 lower, £40,707 - £44,847 pro-rata, per annum
Location: Crathes Castle, Banchory, Aberdeenshire, AB31 5QJ	Type of Contract: Permanent. Part time, 16 Hours Per Week.

JOB PURPOSE

The post-holder will support the Head of Health & Safety in offering a range of health and safety services for the North East region 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 the Regional Director, Business Manager 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 H&S practitioner to properties within their portfolio. They will become a key member of the planning/decision-making process.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Monitor health and safety system

- To contribute effectively and provide essential input to the Trust's H&S agenda through the ongoing support, development, and dissemination of relevant policy, guidance and information.

Health & safety performance

- To conduct H&S audits designed to test compliance as a minimum while striving to continuously improve 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 H&S 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.

Property support

- To be the 'first point' of specialist contact for their portfolio with regard to H&S matters and to report matters of concern to the Head of Health & Safety and relevant regional management.
- 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 Operations Managers and property management and liaise with the rest of the H&S provision within the People 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 H&S performance, promote improvement initiatives and advise on the implications of NTS H&S policy and procedures.

Training and development

- To advise on H&S training and development requirements within the directorate and where necessary to liaise with colleagues in the H&S 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 H&S 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 Head of Health & Safety in proposing measures to manage risk.

REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE

Qualifications

Essential

- Driving License, valid for driving within the UK.
- NEBOSH National General Certificate in Occupational Health and Safety or equivalent (or committed to achieving formal qualification within 6 months of appointment).
- A willingness to develop as a health & safety professional within the National Trust for Scotland
- A broad understanding of health & safety issues within a heritage environment

Desirable

- Full NEBOSH Diploma qualified (or equivalent).
- Fire Risk Assessor trained
- Chartered Membership of IOSH (CMIOSH)

Experience

Essential

- Experience of H&S auditing.
- Experience of reporting on accidents and near miss/incidents including the development of strategies for preventing recurrence.

- Accustomed to providing H&S support.
- Some experience in the development of procedures, either to sign-off or as a contributor.
- Highly developed communication and influencing skills.
- Self-sufficient in use of MS Office products.

Desirable

- Knowledge of automated health and safety management information systems
- Awareness of H&S issues in the conservation/heritage sector.
- Knowledge of emergency planning strategies and practice.
- Experience of designing and presenting H&S training

DIMENSIONS AND SCOPE OF JOB

Scale

- The post gives support to a specific portfolio of properties within the North East region (Aberdeenshire East, West and Central). However, through the Head of Health & Safety it contributes to and delivers, Trust-wide ('national') initiatives and programmes.

People Management

- The post holder reports to the Head of Health & Safety.

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 H&S audits are scrutinised and reported on.

The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.

Applications

Interested applicants should forward their Curriculum Vitae (CV) or an Application Form to the People Department, The National Trust for Scotland, by email via workforus@nts.org.uk, by Sunday 1st February 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email – e.g. "Health & Safety Advisor – NTS"