



JOB DESCRIPTION

JOB TITLE:	Health, Safety and Security Manager
LOCATION:	Aberdeen City Campus
SALARY:	Grade 12 salary bracket
LINE MANAGER:	Assistant Principal Finance and Estates
RESPONSIBLE FOR:	Health and Safety Officers Administrator Placement Co-Ordinator Security and Janitorial – Outsourced Providers
APPRAISER:	Assistant Principal Finance and Estates

Main Functions:

To provide clear and effective operational leadership to the Health, Safety and Security team, staff, and resources to meet College strategic objectives and ensure the delivery of health and safety operations, policy and strategy.

Reporting to the Assistant Principal Finance and Estates, the postholder will be responsible for leading and developing our Health, Safety and Security strategies across North East Scotland College.

This role includes providing strategic support to Assistant Principals across the College to deliver the new strategy in a manner consistent with the College's values. Supporting the Strategic Leadership Team (SLT) members to meet their health and safety responsibilities, providing appropriate management information to support decision making.

Main Duties - Generic

1. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
2. Ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
3. To support effective quality assurance and quality improvement arrangements in the area of responsibility and constantly seek to identify and adopt best practice approaches.
4. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and contribute to a positive and regional team ethos across all College centres.
5. To participate in the College's staff appraisal/performance management scheme and professional development arrangements.
6. To comply with the College Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.
7. To comply with the College's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main duties – Leadership and Management

1. To provide inspiring leadership and direction to the Health, Safety and Security function, ensuring effective collaboration both internally and externally, and supporting high standards of service delivery.
2. To provide effective leadership and management support for designated team, staff, services, and targets in line with the College's Strategic Plan and Annual Priorities.
3. To have responsibility for setting overall team objectives and overseeing operational planning.
4. Lead and mentor the Health and Safety team, fostering a culture of innovation, continuous improvement, and professional growth.
5. Encourage team members to propose new ideas, to be curious and identify solutions, and stay updated within their specialist area to enhance service delivery and operational efficiency.
6. To recruit, induct, develop, coach and manage staff on an ongoing basis.
7. To manage and support individual staff and teams in their professional reflection and self-evaluation of activities, outcomes and performance.
8. To operate as first line manager for performance, discipline, grievance, absence and other people management policies.

Main duties – Operations

1. To be responsible for the operational management of the Health, Safety and Security function and driving change to deliver improvements to service.
2. With the Assistant Principal develop, implement and monitor the College's Health, Safety and Security policies, procedures and strategies.
3. To be responsible for the day-to-day performance management of the Health, Safety and Security teams ensuring that key performance indicators and targets for both the team and individual are met.
4. To provide high level advice and guidance on all Health, Safety and Security matters to managers and staff across the College.
5. To manage and monitor the security and janitorial contracts ensuring that KPIs are met and contract standards are maintained.
6. To monitor and review the Health and Safety performance of contractors and sub-contractors on College premises to ensure safe working practices are being implemented.
7. To plan and implement auditing, inspection and sampling of Health, Safety and Security performance across the College ensuring that safety inspections are carried out to the required standard.

8. To manage the Health and Safety budget, and the Security and Janitorial contract budget.
9. To support, lead and manage projects, value for money (VFM) assessments, tenders and investment reviews as needed.
10. To provide regular exception reports and improvements plans to the Assistant Principal.
11. To ensure that all risk assessments are kept up to date and are relevant including Display Screen and Stress assessments as appropriate.
12. To work closely with People Services and Student Support teams to assist in the development of Health, Safeguarding and Wellbeing strategies and procedures.
13. To identify, develop, deliver and evaluate Health and Safety training and development requirements.
14. To manage the preparation for annual independent safety and management systems for audit for all College centres to ensure that the College meets a range of external health and safety standards.
15. To produce management reports for SLT, Committees and Board requirements analysing and utilising the information to inform the Health, Safety and Security strategies.

Note

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.

July 2026

PERSON SPECIFICATION

*(criteria marked * are desirable, all others are essential)*

QUALIFICATIONS

1. Degree or equivalent qualification in subject area (i.e. SCQF Level 10, NEBOSH National Diploma or Part 2 National Diploma in Occupational Safety and Health).
2. Member of Institution of Occupational Safety and Health (IOSH).
3. * Training qualification
4. Evidence of a commitment to continuous professional development.

EXPERIENCE

1. Significant experience as a Health and Safety practitioner.
2. Proven experience of supporting the development and delivery of Health and Safety strategies and delivering associated action plans.
3. Demonstrable experience of project management and of operating within a project framework.
4. Significant relevant experience of managing a Health and Safety function in a diverse organisation including effective development, deployment and leadership of teams
5. Demonstrable experience of managing in a results driven work environment.
6. Experience of using Health and Safety data and producing management reports to inform decision-making and provision of advice to managers.

KNOWLEDGE

1. Proven in depth knowledge of Health and Safety administration and processes and the ability to review and develop these to effect efficiencies and a first-class service to customers.
2. Demonstrable and extensive knowledge of Health and Safety and best practice in relation to a range of Health and Safety policies and procedures.

SKILLS

1. Demonstrate strong communication and presentation skills with ability to successfully translate and communicate complex information to a range of audiences.
2. Demonstrate successful continued partnerships both internally and externally to the College.
3. A strong proven ability to negotiate and influence effectively.
4. Effective and successful team leadership and management skills.
5. A proven ability to demonstrate change management skills.
6. An ability to demonstrate excellent meta-skills, including digital literacy.
7. The ability to provide pragmatic and effective advice and solutions to difficult issues.
8. * Knowledge of Health and Safety as applied to the FE sector.
9. Knowledge of contract management and procurement processes.
10. Strong organisational and planning skills with proven ability to manage completing demands effectively.

PERSONAL QUALITIES

1. Self-motivated and highly independent to achieve successful outcomes.
2. Committed to College values and equal opportunities.
3. Committed to people development.
4. Committed to customer service and quality improvement.
5. Ability to relate to people and build positive working relationships.
6. Embody the College's values by demonstrating respect in day-to-day work

ADDITIONAL REQUIREMENTS

1. Commitment to College values and equal opportunities.
2. Able to travel between College sites on a regular basis.
3. Ability to work flexibly to meet the demands of the post including attending College out of hours in cases of emergency.

July 2026