Role Profile

Role Details			
Role Title	**Health and Safety Officer**	**Section**	**Healthy, Safety and Environmental**
Division	**Support Service**	**Report To**	**Healthy, Safety and Environmental Manager**
Grade/Salary	**SP36-39**	**Date Completed**	**19th October 2026**

Company Overview

City Building provides a range of repairs and maintenance, manufacturing, construction and refurbishment activities for Glasgow City Council and Wheatley Housing Group's citizens and customers as well as other public, private and third sector organisations.

City Building operates both the largest construction craft apprenticeship programme in Scotland, and Royal Strathclyde Blindcraft Industries (RSBi), one of the largest supported manufacturing businesses in Europe, around 200 people, more than 50% of whom have a disability.

Our accreditations include, ISO45001, ISO 14001 and ISO 9001:2015. We are current recipients of a Queen's Award for Enterprise Promoting Opportunity and Investors in Young People Platinum award. Both these accolades recognise our focus on investing in and growing a skilled staff base.

Our Values

Excellence: to deliver quality in everything we do.

Honesty: to be open, honest and transparent with all stakeholders, promoting partnerships and sustainability.

Trust: to be trusted by our employees, clients and partners.

Inclusion: we are a welcoming, diverse and supportive organisation, that supports all to reach their full potential by building trust.

Community: to play an important role in the communities of Glasgow we serve. Providing first class services together with jobs and training opportunities for local people.

Ambition: to build a culture of excellence, through continuous improvement to deliver outstanding services for all of our customers. All whilst being an employer of choice within the city providing high quality and skilled jobs.

Our Vision

Our residents, customers and partners will recognise us as delivering outstanding levels of customer focus, quality and value. We will play a key role in supporting our members to address our common priorities through our unwavering focus on resident/customer resident satisfaction, resident /customer value and resident/customer trust. In doing so we will be recognised by our residents, customers and partners as playing a significant role in making Glasgow a great place to live.

Role Summary

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

The role will cover 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 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 IS0 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.

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	– Act as a point of contact for health and safety advice to management and staff. – Support project planning with health and safety considerations.
Risk Management and Control	– Lead on writing and approving risk assessments, method statements (RAMS) and safe systems work. – Conduct site safety inspection and dynamic risk assessment on active sites.
Investigative, Reporting and KPI Monitoring	– Carry out 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 Management and site teams. – Contribute to continuous improvement initiative in health and safety culture and performance.
Compliance with professional, regulatory, statutory, and corporate requirements.	– 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	– 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	– 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	– 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	– Spot hazards that may be missed by others 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	– 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	– Ability to inspire and motivate management and staff. – Manage own workloads effectively.
Trust and Confidentiality	– 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	– 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 certificate or equivalent, ideally working towards MIOSH 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 always representing the interests of the business.	

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 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 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 certificate 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
Track record in advising 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 workloads to achieve priorities and objectives

Requirements

Qualifications/Licence/Certification/Experience level…

Desirable:

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

Desirable:

It would be advantageous to possess the following:

- Member of IOSH
- FPA - Fire Risk Assessor
- ARCA - Duty to manage Asbestos
- Manual Handling Risk Assessor
- Noise Assessor
- Vibration Assessor
- ISEP - EMS auditing

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 always operate within the framework of the LLP terms and conditions and with due regard to all Health and Safety and welfare legislation.