Role title	Head of Health & Safety
Responsible to	Director of People and Wellbeing
Location	Edinburgh

About Alzheimer Scotland

Alzheimer Scotland is Scotland's national dementia charity. Our vision is a future where dementia doesn't exist. Our mission is to make sure nobody faces dementia alone. Our goals are to prevent dementia by empowering people to look after their brain health, continue to care for as many people as we can who are living with dementia, and to help find a cure by funding research and campaigning for people to have access to any treatments available.

Alzheimer Scotland is committed to fair work and is proud to be accredited as a Living Wage employer. We enable and foster a working environment of trust, integrity and respect, for which everyone in the charity has a responsibility. We work collaboratively and encourage creativity and innovation from our employees and volunteers as we strive to continually improve the ways in which we support people with dementia, their families, and carers.

All Alzheimer Scotland employees and volunteers are encouraged to engage in activity within the charity, and through our Colleague Voice Forum and other outlets we actively promote an effective voice so that the views of those who work with us are sought out, listened to, and can make a difference. We advocate continuous development across all our teams, providing opportunities to learn in a safe and supportive environment.

About the role

The Head of Health and Safety will provide leadership, professional advice and operational oversight across Alzheimer Scotland. Working within the People team and aligned closely with the People and Wellbeing Strategy, the role will develop, deliver and review an organisation-wide approach to Health and Safety. This will promote a positive culture that enables and supports a safe, healthy and motivated workforce who feel valued, respected and empowered.

As the Charity's Health and Safety competent person, the postholder will lead, coach and advise managers and colleagues at all levels on safe working practices, ensuring compliance with Health and Safety legislation and organisational policies. The role will develop effective systems, assurance processes, risk management frameworks and proactive health programmes to support safe, high-quality services, protecting people living with dementia, carers and others using our services, as well as colleagues and volunteers.

Working closely with leaders, managers, colleague representatives and external stakeholders, the Head of Health and Safety will help embed a culture where safety, health and continuous improvement are integral to service delivery and activities. As part of the People Team, the role will work closely with Human Resource Partners to contribute to the Charity's wellbeing programme and initiatives that support a positive working culture.

Key responsibilities

Role specific responsibilities

- Lead Alzheimer Scotland's Health and Safety approach, providing advice, guidance and assurance to ensure compliance with statutory duties and effective management of organisational risk.

- Develop and implement Alzheimer Scotland's Health and Safety plans and priorities, aligned with the Charity's strategy, ensuring Health and Safety considerations are embedded within strategic planning, operational decision-making and continuous improvement activity.

- Promote a positive Health and Safety culture aligned with our values and person-centred principles through engagement, consultation, training and leadership.

- Provide expert advice, assurance and reporting to the Director of People and Wellbeing, Senior Team and Board on Health and Safety performance, risks, compliance, emerging issues and opportunities for improvement.

- Lead the development and maintenance of Health and Safety governance arrangements, policies, management systems and assurance frameworks, ensuring compliance with relevant legislation, regulations and recognised standards.

- Oversee organisational risk management arrangements relating to Health and Safety, ensuring suitable and sufficient risk assessment processes are established, implemented and regularly reviewed across all areas of the Charity.

- Provide expert advice and guidance to Heads of Service and Operations Directors, ensuring Health and Safety requirements and responsibilities are fully integrated into the planning and delivery of all services and frontline support.

- Provide expert oversight of key organisational Health and Safety risks and regulatory compliance across all functions, teams and locations, ensuring robust arrangements are in place to support safe service delivery.

- Develop and oversee a comprehensive Health and Safety training programme in conjunction with Learning & Development and HR Partners, ensuring arrangements are in place to enable the Charity to remain compliant. This includes contributing to the colleague induction programme, overseeing mandatory training requirements and developing line management knowledge and competence.

- Work collaboratively with all teams including operational and property teams to provide professional advice, expert oversight and assurance on premises and contractor safety arrangements, supporting compliance and effective risk management.

- Lead the Charity's approach to incident reporting, investigation and learning, ensuring statutory reporting requirements are met, root cause analysis is applied appropriately, incident trends are monitored and learning is embedded across the organisation.

- Build and maintain effective relationships with regulators, enforcement agencies, professional networks and external stakeholders, representing the organisation on Health and Safety matters and providing professional support during inspections, audits and regulatory enquiries.

- Drive continuous improvement through innovation, benchmarking, evidence-based practice and performance analysis, using what is learned to strengthen Health and Safety arrangements, systems and training across the Charity.

Other responsibilities

- Ensure Health and Safety is actively monitored and implemented and identify and manage risk in line with Alzheimer Scotland's operational guidance.

- Use IT systems appropriate to the role, including Microsoft Office suite, ALIS (intranet), and iTrent (HR and People system) and ensure all required measures to relating to the safe and secure use of sensitive and personal data are always adhered to.

- Actively collaborate with peers and colleagues both internally and external to the Charity, as appropriate to the role, in developing positive working relationships and collaborative, flexible approaches.

- Operate within the context of all Alzheimer Scotland policies and procedures.

- Participate fully in team meetings, learning and development opportunities and CPD/ CPL activities, and personal review and appraisal meetings.

- Adopt and maintain a positive approach in supporting, contributing to, and enabling effective employee voice.

- At all times adopt a positive approach to Alzheimer Scotland's commitment to building a diverse, inclusive and representative Charity in all aspects of our work and seek to remove any barriers, wherever possible, to enable and encourage diverse and inclusive practice and participation.

- Actively support and promote the integration of volunteer activity and effective volunteer voice.

- Work flexibly and undertake any other appropriate duties commensurate with the general remit of the role, as required.

General

This job description remains subject to review by the Charity at any time and does not form part of the postholder's contract of employment unless explicitly stated.

Reviewed: November 2026

Person Specification

Head of Health and Safety

This person specification should be read alongside the job description for the Head of Health and Safety. The competencies below are not ranked in order of priority.

The following criteria will be used in selecting a candidate:

	Essential	Desirable
Professional health and safety qualification such as the NEBOSH Diploma, NCRQ Diploma, NVQ Diploma in Occupational Health and Safety, or equivalent.	✓	
Substantial relevant experience in an organisational wide health and safety role.	✓	
Working towards or willing to obtain membership of IOSH or a similar professional body.		✓
Experience of leading and coordinating cross-team health and safety improvements without direct line-management responsibility, using influence, coaching, consultation and constructive challenge.	✓	
Evidence of building relationships with operational teams, People/HR, Property functions, staff/ committee representatives and external partners, agreeing responsibilities, securing commitment and monitoring delivery of actions.	✓	
Strong IT and digital skills, including using incident reporting systems and data to identify trends.	✓	
Ability to work independently, prioritise competing demands and meet deadlines, maintaining accuracy, sound judgement and confidentiality.	✓	
Experience of assessing risks and investigating incidents, identifying underlying causes and agreeing proportionate corrective actions with relevant teams.	✓	
Ability to communicate complex safety, health and wellbeing matters clearly and persuasively, using inclusive and accessible approaches.	✓	

Experience of designing and delivering engaging safety, health and wellbeing training, workshops, briefings and presentations to a range of audiences.	✓	
Ability to provide independent specialist advice, recognise the limits of authority and escalate significant risks or unresolved actions to senior managers.	✓	
Understanding of the health and social care environment and dementia care and support.		✓
Experience of promoting a positive safety culture in which staff feel able to raise concerns and report incidents and near misses. Experience of supporting managers to use this learning and embed health, safety and wellbeing into day-to-day decision making.	✓	
Ability to analyse performance data, emerging risks and changes in guidance and good practice, and translate these into practical improvements with relevant teams.	✓	
Proven experience of leading the development, implementation and evaluation of risk-based health and safety approaches and health and safety management systems across multiple sites or geographically dispersed services, including reviewing risk assessments, audits and assurance reporting.	✓	
Sound knowledge of health and safety legislation and best practice, with experience of interpreting legal requirements and translating them into practical policies, procedures, guidance and organisational assurance.	✓	
Experience of advising senior leaders and preparing clear, evidence-based reports for the Senior Team and Board, including presenting to the Board when required, translating risk, incident and audit information into priorities and recommendations.	✓	
Experience of working effectively with regulators and other external assurance bodies, supporting inspections, responding to findings and monitoring agreed actions.	✓	
Ability to travel to sites, services and offices as required by the role.	✓	