



Recruitment Pack for

# Health & Safety Manager

**Hours:** 37 hours per week  
**Location:** Council HQ, Newtown St Boswells  
**Closing Date:** Monday 24<sup>th</sup> March 2025  
**Job Ref No:** 0835  
**Salary:** Grade 10 £19.28 - £20.86 per hour (£37,196.59 - £40,244.86 per annum)

At Live Borders Health and Safety is a key driver in our work across the whole of the Scottish Borders. We are very pleased to be recruiting for an experienced professional to deliver an expert H&S function to the organisation.

Currently reporting to the People Manager, subject to the outcome of an ongoing consultation exercise, you'll provide proactive and pragmatic health and safety guidance to staff across our estate spread across the Scottish Borders.

This pack includes details about our organisation to assist you with your application:

- Introduction to Live Borders
- Our Strategic Vision
- Our Values
- Job Description and Person Specification
- Conditions of Employment

More information can be found on our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

If you would like to apply for this post, all you need to do is click [here!](#)

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) to discuss your needs or request a call back.

We look forward to receiving your completed application.



## Introduction to Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of Trustees who set the strategic direction and monitors performance of the organisation.

## Our Strategic Vision

**Vision:** Everyone living in, working in, and visiting the Borders to be healthier, happier and stronger.

**Mission:** We use our energy, enthusiasm and knowledge to support more people to experience more, learn more, and move more.

### Strategic Goals:

- Expand levels of participation
- Grow our earned income
- Develop new funding streams
- Build on our reputation for great customer service
- Create a sustainable charity
- Nurture our people to be proud of what they do

## Our Values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture. We use our energy, enthusiasm and knowledge to support people to experience more, learn more and move more.

Our Values underpin all that we do: [Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team led by the CEO provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

Live Borders are proud to be one of the largest accredited Living Wage employers in the Scottish Borders.



## JOB DESCRIPTION AND PERSON SPECIFICATION

Responsible to lead Live Borders on Health and Safety, ensuring the Trust's aims and objectives and implementation of service delivery are carried out without risk to employees, service users or other third parties.

This will be through establishing, managing and monitoring:

- standards,
- processes,
- communication,
- training and
- systems

to ensure all responsibilities associated with Health & Safety within Live Borders are adhered to, in accordance with health & safety legislation & regulations.

### Key Accountabilities

1. Responsible for ensuring health & safety policies are maintained in line with current standards to ensure that Live Borders carries out its business in compliance with current legislation.
2. Coordinate systems of work and procedures relating to health & safety to ensure that these are carried out in line with Live Borders health & safety policy & current legislation.
3. Ensure that full, accurate & up to date records are maintained in respect of health & safety risk assessments, method statements, accidents & incidents, safety inspections and training records.
4. Responsible for providing advice across the Live Borders business to ensure that support is available to assist staff in fulfilling their health & safety obligations.
5. Responsible, in conjunction with the People Manager, for establishing a structured health & safety training programme which will ensure that the needs of both the staff and business are provided for, and appropriate training records maintained.

6. Liaison with the any external health & safety retained advisors to ensure that required guidance is provided in a timely & appropriate fashion to meet the needs of the business.
7. Ensuring that relevant reports are provided to Senior Management and Board on a regular basis to ensure that health & safety performance is reviewed appropriately.
8. Ensure managers are supported to undertake their full H&S responsibilities including risk assessments and co-ordination of the H&S audit process for Live Borders
9. Keep up to date with changes in legislation along with practices carried out across similar organisations and wider industry to ensure that Live Borders health & safety practices are delivered in line with recognised industry “best practice”
10. To lead the Health and Safety forum
11. Responsible for making arrangements to meet our property responsibilities (e.g. as a landlord for Melrose Road property in Galashiels - for contractors where required)
12. Environmental responsibilities - E.g. managing the Trust’s drive to net zero; waste and recycling.
13. Provide backup for Live Border’s Safeguarding Officer on occasion.

### **Knowledge, Skills, Qualifications, Competences**

1. Certified member of IOSH
2. As a minimum the NEBOSH National General Certificate in Occupational Health and Safety which is a SCQF Level 6 and working towards the NEBOSH Level 6 National Diploma for Occupational Health and Safety Management Professionals’ or equivalent which is a SCQF Level 10 qualification
3. 3 years of previous experience working in a health & safety related role
4. Previous experience of formulating, implementing and managing health & safety policies & procedures
5. Previous experience of carrying out health & safety audits, risk assessments and inspections
6. Previous experience of handling health & safety investigations
7. Previous experience of administering databases with a particular emphasis on health & safety
8. Competent in the provision of specialist advice to all levels including mangers, directors and CEO.
9. Excellent problem solving & analytical skills ability
10. Competent in managing own workload to effectively to ensure the delivery of key outcomes
11. Experience and competence in working collaboratively with others to provide a high-quality service.
12. Excellent communication skills with ability to engage with managers
13. Ability to explain legislation and requirements to managers in understandable format
14. Experience in swimming pool environment
15. Ability to influence managers to ensure compliance

## SUMMARY OF CONDITIONS OF SERVICE

Location:	<b>Live Borders Council HQ, Newtown St Boswells</b> (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	<b>37</b> hours per week worked as agreed with line manager
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time) Increases by an extra day after completion of two years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 5 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and considers applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Cycle To Work Scheme Access to ASVA Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

# INFORMATION FOR ALL JOB APPLICANTS

## Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

1. A passport describing the holder as a British Citizen
2. A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
3. A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
4. A registration card which indicates that the holder is entitled to take employment in the UK
5. A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
6. A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

## Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

## Live Borders

For more information about Live Borders please visit our website [www.liveborders.org.uk](http://www.liveborders.org.uk)

Please contact our People Team on [recruitment@liveborders.org.uk](mailto:recruitment@liveborders.org.uk) if you require any other information about working for Live Borders.