



Loch Lomond & The Trossachs National Park Authority

Health & Safety Officer
17.5 hours

Job Description

What We Do



Our mission is to protect and enhance Loch Lomond and The Trossachs National Park. The National Park covers an area of outstanding landscapes, habitats and communities – and it's our job to protect it, and reduce the impact of visitor and recreational pressures.

The National Park (Scotland) Act 2000 sets out four aims for Scotland's National Parks, each one designed to safeguard a sustainable future:



Conserve and enhance

We conserve and enhance the natural and cultural heritage of the area.



Sustainability

We promote the sustainable use of the natural resources of the area.



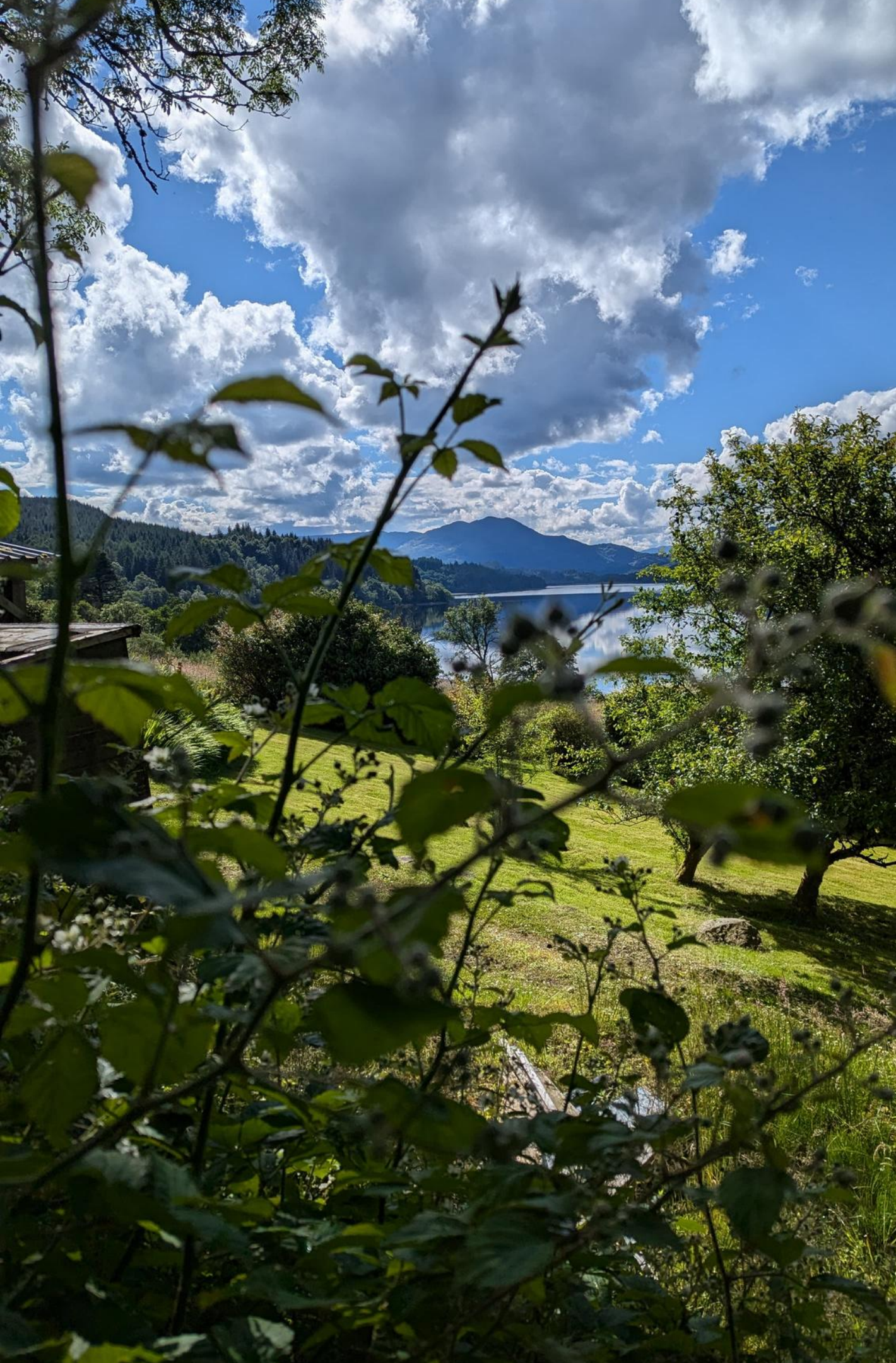
Understanding and enjoyment

We promote the sustainable use of the natural resources of the area.



Social and economic development

We promote sustainable development of the communities in the area.



The Role

Salary: £39,130 - £46,856 (Band D) per annum (pro rata £19,565 - £23,428 per annum)

Working Hours: 17.5 hours per week

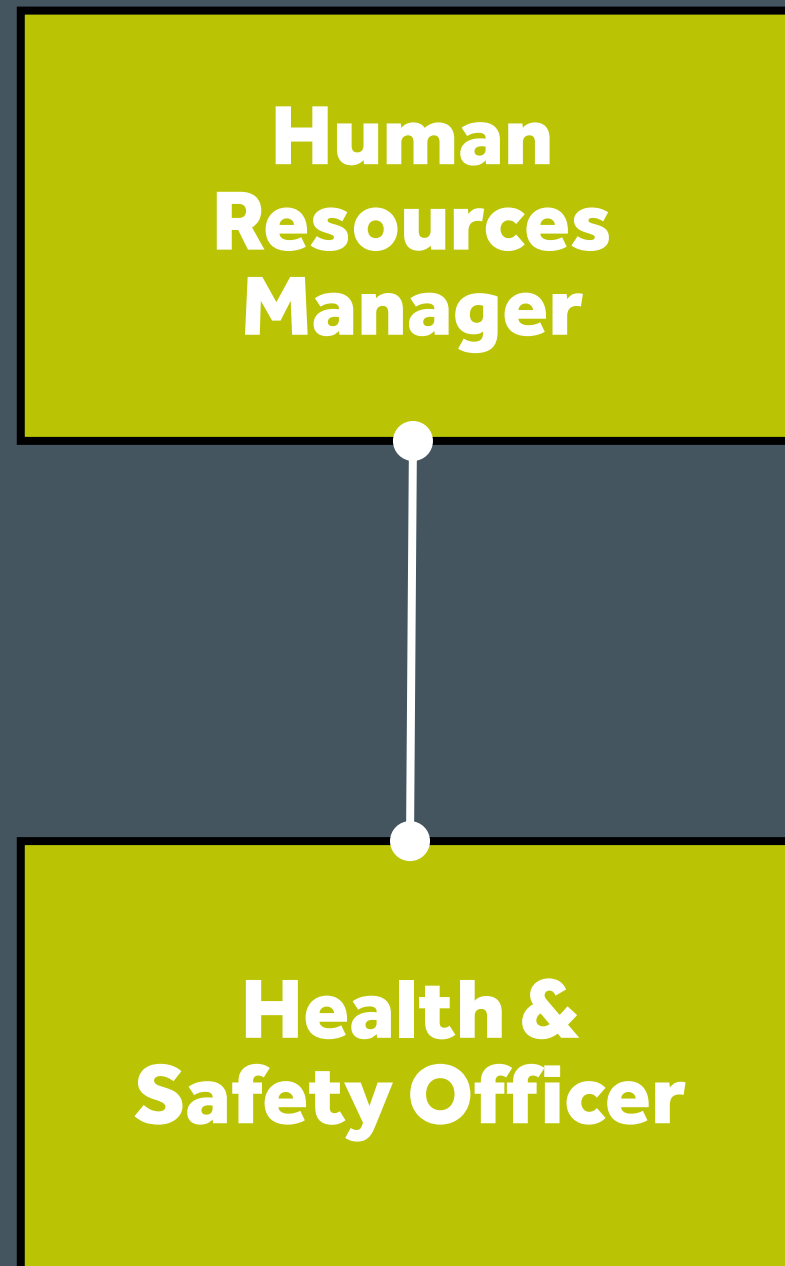
Contract: Permanent

Location: Balloch, with hybrid working model of 1-2 days per week in the office

An exciting new opportunity has become available to work as part of our HR team within the National Park Authority. We're looking for someone to join as our Health and Safety Officer. You will provide professional advice, guidance and practical support on all health and safety matters across the Park Authority.

This role is about much more than compliance. We're looking for someone who can build strong relationships, influence positively and help managers take ownership of health and safety within their teams. You'll bring expert knowledge, sound judgement and a collaborative approach, helping us create an environment where people can work safely, confidently and effectively.

Key Purpose



As the Health & Safety Officer, you will provide professional advice, guidance and practical support on all health and safety matters across the Park Authority.

Working collaboratively with managers and employees, you will help identify proportionate and effective solutions that enable the organisation to achieve its objectives whilst meeting its health and safety responsibilities.

You will lead the continuous development of our health and safety management systems and promote a positive, supportive and practical safety culture where health and safety is seen as an enabler rather than a barrier

Key Accountabilities

- Provide professional advice, guidance and support to managers and employees on all Health and Safety matters, ensuring compliance with relevant legislation, regulations, policies and statutory obligations, while working collaboratively to identify practical and proportionate solutions to health and safety challenges.
- Act as the organisation's competent Health & Safety adviser and primary point of contact for internal and external stakeholders, providing management information, guidance and assurance to the Executive Team and managers.
- Develop, implement, review and monitor Health & Safety policies, procedures and management systems, ensuring they remain effective, compliant and aligned to organisational needs.
- Lead Health & Safety assurance activities, including audits, inspections, incident and accident investigations, reporting and trend analysis, identifying opportunities for continuous improvement and risk reduction.
- Work collaboratively with managers and subject matter experts to maintain effective risk assessment processes, promote safe systems of work and embed a positive safety culture across the organisation.
- Develop, coordinate and deliver Health and Safety training, awareness activities and guidance, working with colleagues to ensure an effective training framework is in place. Be the subject matter expert in relation to reviewing and updating content on our Learning Management System.

Key Accountabilities

- Support the governance of Health and Safety arrangements through participation in relevant committees, preparation of reports and monitoring of organisational performance.
- Manage health and safety systems and records, including responsibility for the Cardinus DSE system and the maintenance of accurate compliance data.
- Lead and support Health and Safety projects, including research, policy development, service improvement initiatives and the presentation of findings and recommendations.
- Maintain professional knowledge of developments in Health and Safety legislation, standards and best practice, ensuring the organisation remains compliant and forward-looking.
- In conjunction with the HR Business Partner/s undertake a variety of Health & Safety promotions to maintain healthy working lives.
- Undertake project related work as required, researching information preparing reports and presenting outcomes.

Essential Criteria

- Experience providing practical Health & Safety advisory services across varied work environments (office, field, maintenance).
- Comprehensive understanding of current occupational Health & Safety legislation and practice.
- Experience developing Health & Safety policies and procedures.
- Excellent communication and interpersonal skills.
- Ability to produce and present formal reports and training sessions.
- Collaborative approach with patience and diplomacy.
- Strong organisational and time management skills; able to manage multiple priorities.
- Competent user of Microsoft Office and MS Teams.
- Ability to influence and engage staff at all levels.
- NEBOSH National Certificate in Occupational Health & Safety or equivalent.
- Membership of the Institute of Occupational Safety & Health (or working towards).
- Driving license or access to a driver if disability prevents this.
- Some travel to Park Authority sites/premises throughout the National Park



Desirable Criteria

- Experience working within the public sector.
- Experience in an environmental or conservation-based organisation.
- Knowledge of mental health first aid
- Training or certification in fire safety

We recognise that no candidate will meet every requirement. If you are excited by this opportunity and believe you have the skills, experience and potential to succeed, we would encourage you to apply even if your experience does not align perfectly with every aspect of the role.





Our Benefits

- Working for an Accredited Living Wage Employer
- Hybrid working available for the majority of office based roles
- Flexi-time scheme, allowing flexibility over start and finish times
- A generous leave allowance starting at 30 days (plus 8 days public holidays), rising to 35 days after 5 years' service
- 3 'volunteering days' per year
- 3 'wellbeing/me days' per year
- 'Moving House Day'
- Caring/Immediate Family Leave
- Local government pension scheme (Strathclyde Pension Fund – 10% Employer Contributions potentially raising to 19%)
- Death in service benefit
- Interest Free Loan for rail travel and further education
- Cycle to work scheme
- On site gym facilities (£30 per year)
- For further information about our benefits please view [this page](#).



Our Values

- Being part of Loch Lomond and the Trossachs National Park Authority means being passionate about what you do, working hard to inspire and lead the way for others. We care about each other and are accessible and friendly treating each other with respect and understanding, we think about our planet with each decision we make. Together, we are the difference.
- Loch Lomond and the Trossachs National Park Authority are proud to celebrate difference. Diversity of experience is vital in our success we want our business to be representative to the communities we work alongside. As an equal opportunity employer, we actively encourage applicants from a wide range of individuals, irrespective of age, disability, gender reassignment, gender identity and expression, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- To read more about our values please visit [our website](#).



www.lochlomond-trossachs.org

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Follow our social media:



Thank you!

Good luck!

Here. Now. All of us.