

# Health, Safety & Sustainability Manager

Job description and person specification

May 2025

**ROYAL  
BOTANIC  
GARDEN  
EDINBURGH**





## Job description

### Main Duties

The Health, Safety & Sustainability Manager is responsible for leading and ensuring the highest standards of health and safety, and environmental/sustainability compliance across all aspects of the organisation. This role involves developing and implementing strategies, programs, policies, and procedures to enhance collaboration, accountability and responsibility for health, safety, and sustainability within the workplace.

As the Subject Matter Expert (SME) for Health, Safety, and Sustainability, you will work closely with and provide leadership to four Health and Safety Advisors, partner with Trade Union safety representatives, and serve as the primary contact for regulatory authorities and external safety audits. This position is based at RBGE's headquarters in Edinburgh and requires travel to regional gardens in Dunoon, Port Logan, and Peebles as needed.

RBGE's diverse and complex estate includes listed heritage buildings, herbarium, laboratories, and glasshouse structures, as well as being a popular visitor attraction and events venue. You will support operations throughout the organisation, assisting departments in delivering high standards of health, safety, and sustainability practices. With approximately one million visitors per year, you will ensure the safety of visitors across all sites.

You will also be responsible for the organisation's sustainability strategy and achieving net zero targets through utility reconciliation, annual carbon reporting, and developing and delivering sustainability initiatives.

## Core responsibilities:

### Health & Safety Management:

- Provide strategic leadership by promoting a positive health and safety culture through the use of leading indicators and performance metrics.
- Act as the SME, supported by a team of divisional advisors, and serve as the primary contact for regulatory authorities and external safety audits.
- Develop and maintain RBGE's Health and Safety Management program in accordance with HSG65, including reviewing policies, procedures, and associated documentation.
- Implement and maintain the organisation's Health and Safety management E-System to ensure compliance with all relevant legislation.
- Manage RBGE's statutory health surveillance program.
- Establish and implement a robust compliance program through safety audits and inspections across all operations.
- Investigate incidents, accidents, and near misses, producing reports and implementing corrective actions where necessary.
- Ensure compliance with fire safety regulations and oversee emergency preparedness, including evacuation plans and drills.

### Environmental & Sustainability Management:

- Provide strategic leadership and accountability for the development and delivery of RBGE's net zero strategy and initiatives.
- Oversee and manage the organisation's carbon reporting, including monthly utility billing reconciliation, quarterly carbon accounts reporting, and preparation of annual carbon accounts to comply with relevant environmental regulations.
- Drive sustainability initiatives, including waste reduction, energy efficiency, and decarbonization of the built environment.
- Identify funding opportunities to support projects and initiatives towards net zero.
- Monitor and report on environmental impact, identifying areas for improvement and developing action plans.
- Collaborate with internal stakeholders to align sustainability goals with the organisation's operational strategies.

### Operational & Compliance Oversight:

- Provide safety support and guidance for scientific research activities, horticultural operations, visitor experiences, and events, ensuring all relevant safety documentation, such as risk assessments and safety protocols, are in place.
- Support the Estates team in ensuring compliance with health, safety, and environmental regulations related to building maintenance and infrastructure projects.
- Stay updated with changes in health, safety, and environmental legislation to ensure the organisation remains compliant.

## Person specification

### Essential:

#### Skills/Aptitude:

- Experience in environmental reporting, sustainability management, and carbon accounting.
- Ability to conduct risk assessments, audits, and safety training sessions.
- Excellent problem-solving and incident investigation skills.
- Strong communication and interpersonal skills to engage with staff, contractors, and external stakeholders.
- Proficiency in safety management E-Systems and reporting tools.
- Ability to balance multiple priorities in a dynamic operational environment.
- Strong team player with experience working in a multi-disciplinary environment.
- Proven track record in leading health, safety, and sustainability initiatives within a complex organisation.
- Experience in preparing carbon reporting accounts and managing sustainability programs.

#### Knowledge:

- Strong knowledge of health and safety legislation (e.g., Health and Safety at Work Act, COSHH, RIDDOR, CDM Regulations, etc.).
- Understanding of environmental management practices and sustainability initiatives.
- Knowledge of maintaining ISO certification standards.

#### Professional Qualifications:

- NEBOSH Diploma in Occupational Health & Safety or equivalent.

#### Desirable:

- Environmental management qualification (e.g., IEMA, ISO 14001 certification).

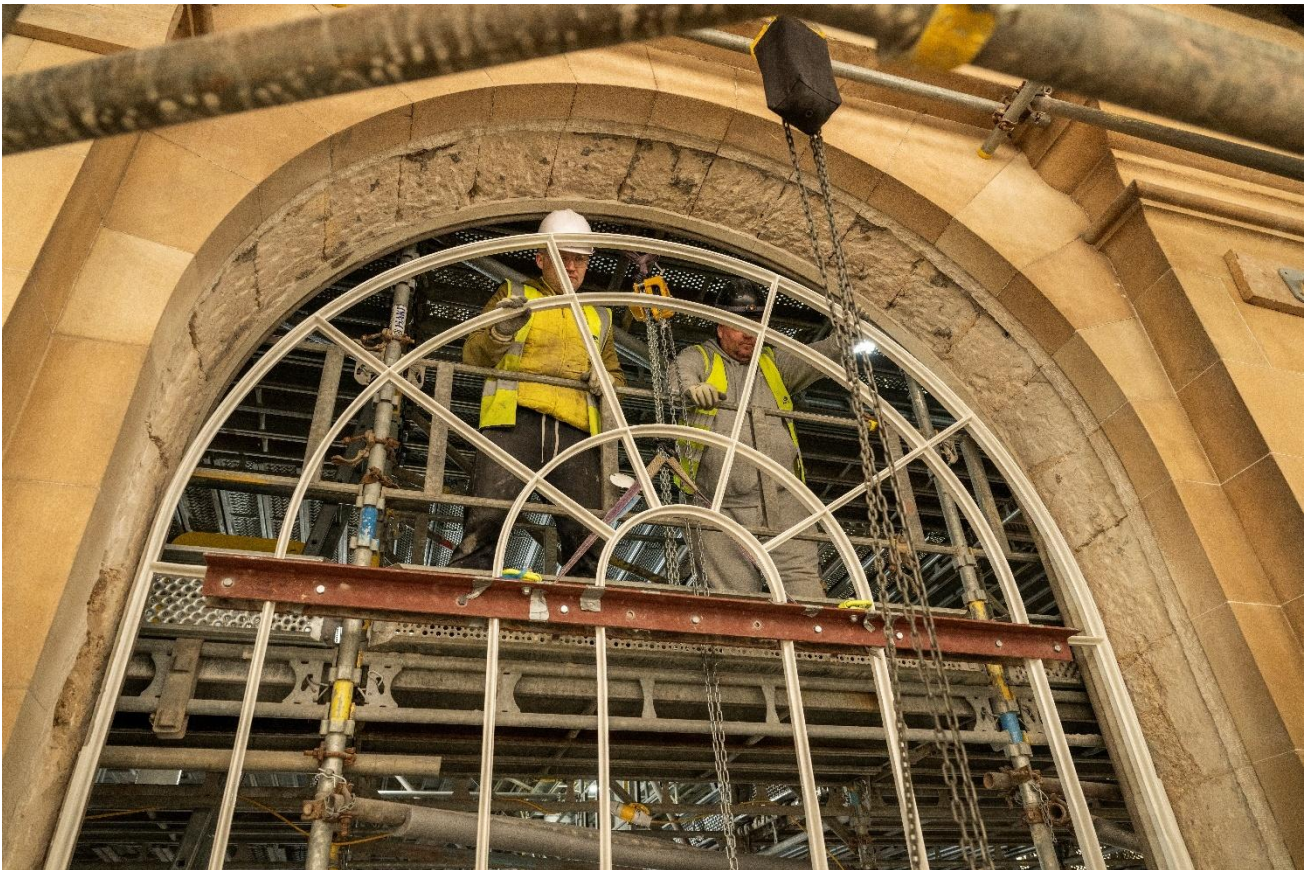


The Royal Botanic Garden Edinburgh  
is a charity (registration number SC007983).

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