



Health & Safety Co-ordinator

Job Summary:

An exciting opportunity has arisen within RoslinCT for a Health & Safety Co-ordinator based at Edinburgh BioQuarter. This is an ideal role for someone with experience with health and safety within a laboratory setting and looking to specialise and develop the role within RoslinCT.

Main Function:

The Health & Safety Co-ordinator will report to the Head of Quality Assurance and will support with developing, maintaining and protecting health and safety standards within the company in accordance with current and changing health and safety legislation. Additionally, the role will provide efficient day-to-day coordination, support and advice regarding all aspects of Health and Safety management across two sites. The Health and Safety Co-ordinator will be responsible for highlighting Health and Safety issues and concerns within the business. The role is expected to evolve and encompass additional quality assurance and validation activities.

Specific Responsibilities

- Maintaining internal health and safety policies/strategies with support from management.
- Drawing up safe operational practices and making necessary changes
- Co-ordinating the completion of health & safety risk assessment and COSHH assessments
- Performing site health & safety inspections across clean rooms, laboratories and offices
- Providing safety training for new staff and refresher training for existing staff on all relevant health and safety related matters
- Keeping up to date and ensuring compliance with current and evolving health and safety legislation
- Recommending ways of reducing health & safety risks
- Investigating/recording incidents/accidents
- Attending site related health & safety meetings
- Compiling statistics relating to H&S for reporting to management
- Writing reports bulletins and newsletters related to H&S

Qualifications Required:

The post holder will have;

- a comprehensive knowledge of current health and safety legislation as these relate to laboratory science and activities typical of office-based work
- an established track record of delivering health and safety improvements in a relevant sector of employment
- knowledge and experience of handling investigations and carrying out audits in a relevant sector of employment
- relevant NEBOSH qualifications

- Formal qualifications in biological and chemical safety would be welcome, or a willingness to obtain these with the support of RoslinCT

Skills/Experience Required:

The ideal candidate will also have:

- Experience of working within a scientific environment
- Demonstrate proficiency with computer software such as Microsoft Word and Excel

The successful candidates for this role will be able to demonstrate:

- Excellent attention to detail with a desire to continually develop and improve our processes
- The ability to work effectively within a small team
- Ability to learn and share knowledge with the management team and the wider team where appropriate
- A determination to succeed, with a "can do attitude"
- Emotional resilience and an ability to work under pressure
- Flexibility and enthusiasm
- Excellent communication and interpersonal skills
- Exceptional organisational and time management skills
- Ability to work to deadline and deliver results

To apply, please send your CV, a covering letter with your salary expectation and confirmation you have the right to work in the UK to jobs@roslinct.com

Salary: Attractive Salary & Benefits

Location: Edinburgh and Lothian