

National Botanic Garden of Wales Job Description

Job title	Health & Safety and Compliance Officer
Department	Operations
Reports to	Manager of Facilities and Capital Projects
DBS Required	Basic
Contract Type	Permanent
Hours	Part time 22.5 hours per week
Salary	£26,000 per annum pro rata
Welsh Level Required	Desirable (Written and Oral)

About the Garden

The National Botanic Garden of Wales (NBGW), established in May 2000, is a registered charity and company limited by guarantee dedicated to plant science, conservation, sustainability, education, and Welsh cultural heritage. As one of Wales' leading visitor attractions, it welcomes over 214,000 visits annually and is home to the world-renowned Great Glasshouse, a national nature reserve, and an organic farm. With a team of around 100 staff in peak season, the support of up to 250 volunteers contributing over 30,000 volunteer hours each year, and a vibrant community of 11,000 members, the Garden generates approximately £4 million in annual income.

Description of Role

The Health & Safety & Compliance Officer is responsible for leading the day-to-day management of health, safety and statutory compliance across the National Botanic Garden of Wales.

The postholder will ensure that the organisation meets its legal obligations through effective compliance management, robust policies and procedures, comprehensive record keeping and the implementation of systems that provide assurance to the Board, senior management and regulatory bodies.

Working across the Garden's diverse estate including visitor attractions, horticultural operations, laboratories, plant collections, catering, retail, offices, workshops, estates, landscape and events. The role will coordinate statutory inspections, monitor compliance, maintain accurate records and support managers in implementing safe working practices.

A key focus of the role is ensuring that regulatory checks, inspections, servicing, testing, certifications, risk assessments and statutory documentation are completed on time, accurately recorded and readily available for audit and inspection.

Main Duties and Responsibilities

1	Health & Safety Management Act as the organisation's competent person for health and safety matters, providing advice and guidance to managers and staff.
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	• Develop, implement and review Health & Safety policies, procedures and Safe Systems of Work. • Promote a positive and proactive health and safety culture throughout the organisation. • Monitor compliance with the Health and Safety at Work etc. Act 1974 and associated legislation. • Prepare reports and compliance updates for the Facilities and Capital Projects Manager, Senior Leadership Team and Board as required.
2	Compliance Management Take responsibility for monitoring and coordinating statutory compliance across the organisation, including maintaining records and ensuring inspections and servicing are completed within required timescales. Areas include: • Fire Safety • Asbestos Management • Legionella Control • COSHH Management • Electrical Safety • Gas Safety • Lifting Equipment (LOLER) • Work Equipment (PUWER) • Pressure Systems • Emergency Lighting • Fire Alarm Systems • Portable Appliance Testing (PAT) • Fixed Electrical Installation Testing • Water Hygiene • Workplace Inspections • First Aid Provision • Display Screen Equipment Assessments • Contractor Compliance • Visitor Safety • Event Safety • Playground or Public Equipment Inspections (where applicable) • Reservoir Inspections Maintain a compliance calendar to ensure statutory inspections, servicing and certification are never allowed to lapse.

3	Risk Management • Coordinate the completion and review of organisational risk assessments. • Support managers in identifying hazards and implementing suitable control measures. • Manage risk assessment templates and guidance. • Monitor outstanding actions arising from inspections and audits. • Maintain organisational risk registers relating to health and safety
4	Compliance Systems and Record Management Develop and maintain robust systems for recording and evidencing compliance. Responsibilities include: • Maintaining electronic and paper compliance records. • Recording statutory inspection dates and certification. • Monitoring expiry dates and renewal requirements. • Maintaining contractor competence records. • Ensuring all compliance documentation is accessible and audit ready. • Producing compliance dashboards and management reports. • Supporting internal and external audits. • Maintaining document control for health and safety procedures.
5	Fire Safety • Coordinate the organisation's Fire Safety Management arrangements. • Ensure Fire Risk Assessments are reviewed and actions implemented. • Coordinate fire alarm testing and servicing. • Monitor emergency lighting inspections. • Arrange fire evacuation exercises. • Ensure Fire Wardens receive appropriate training. • Maintain fire safety records.
6	Contractor Management • Support procurement and managers in ensuring contractors comply with organisational standards. • Review Risk Assessments and Method Statements (RAMS). • Monitor contractor competence documentation. • Coordinate permits to work where required. • Undertake contractor monitoring visits.

7	Incident Investigation - Investigate accidents, incidents, near misses and observations, where applicable. - Identify root causes and recommend improvements. - Assist in maintaining accident reporting systems. - Analyse trends and prepare reports. - Report incidents to the Head of Facilities, Assets and Capital Projects where required under RIDDOR.
8	Auditing and Inspection - Undertake routine inspections across all departments. - Carry out planned compliance audits. - Monitor corrective actions. - Prepare departments for external inspections by regulators and insurers.
9	Training and Competence - Coordinate mandatory health and safety training. - Deliver health and safety inductions. - Maintain training records. - Identify competency gaps across departments. - Promote health and safety awareness campaigns.
10	Emergency Planning - Support the development of emergency response procedures. - Assist with business continuity planning. - Participate in emergency exercises. - Review emergency arrangements following incidents.

Person Specification			Method of Assessment		
	Essential	Desirable	Application	Interview	Assessment
Qualifications NEBOSH National General Certificate (or equivalent)	X		X		

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Application Guidance

We are keen to understand your genuine interest in this opportunity and encourage you to ensure your application reflects your own experience, skills and communication style.

Applications should provide specific examples that demonstrate your suitability for the role.



Whilst applicants may choose to use technology to support proofreading or formatting, applications that rely heavily on AI-generated content can appear generic and may not provide the level of detail required for us to accurately assess your knowledge, experience and competencies.

Please ensure all information submitted is your own work.

AI is not used as part of our recruitment or selection process.

Welsh Applications are not treated any less favourably than those made in English.