



## Assistant Safety & Standards Manager

Permanent

Salary: circa £30K, depending upon experience



### Role Details

Due to an increased workload in the Safety & Standards team, we are offering an excellent opportunity to permanently join the department in an exciting new position. Your primary role would be to provide support to the Safety & Standards Manager and to lead on various safety and environmental work streams and projects.

### Key Responsibilities

- To coordinate the Edinburgh Trams Risk Assessment process, liaise with key departments, and produce drafts of new and updated risk assessments for further comment and approval.
- You will heavily contribute to the incident investigation process, undertake investigations for a proportion of safety events, and provide support to the Duty Manager team on this aspect of the job.
- Assume responsibility for a selection of Safety Manual Procedures and maintain the Safety Event Reporting System (SERS), following up on safety events as necessary.
- Undertake regular Safety & Environmental inspections across the Edinburgh Trams Network.
- You will also be primary responsible for maintaining the Safety & Standards Action Tracker, underpin the recommendations process in order to drive continual improvement.

### The Role

- The role is full time, 40 hours a week, working 5 days over 7 days. This will predominately be Monday to Friday although occasional night-time/weekend working will be required.

### About you

Minimum requirements for this role are:

- At least three years' experience in a safety role at a management or advisory level
- You must have a NEBOSH Certificate or equivalent
- You must have good verbal and numerical skills demonstrated by high school level qualifications with a pass grade.
- Experience of working in a fast-paced environment with high level of attention to detail
- Proven organisational and team-working skills

### How to Apply

Interested candidates must send a supporting statement and CV to [careers@edinburghtrams.com](mailto:careers@edinburghtrams.com) by **midnight on Thursday 31<sup>st</sup> January 2019**. Applications will be selected based on supporting statements and CV. Successful candidates will be invited to an interview. Job description can be provided upon request.