

Role: Event Safety Advisor
Reports to: Senior Event Safety Manager
Location: Scottish Event Campus, Glasgow, site-based role

Role Summary

To provide expert safety knowledge and advice to colleagues and clients about best practices applicable to the exhibition and entertainment industry. Provide oversight on event delivery, build, open and break periods with a dedicated focus on staff and public safety. Develop and maintain procedures relating to event safety, record-keeping, and hazard notification.

Key Responsibilities

- Working within the Event Safety and Security Team at the Scottish Event Campus (SEC), the role will involve supporting the management processes and plans around event and public safety.
- Assist in the development and management of policies, procedures and operational plans by consulting, promoting and reviewing as required, to ensure a consistent and methodical approach to delivery.
- Work closely with the SEC's teams and partners to support the planning and delivery of various events within the Conference, Exhibitions and Live Entertainment functions.
- Be responsible for reviewing allocated events documentation and ensuring that posed risks are highlighted to delivery partners for mitigation or escalation.
- Ensure that the Event Safety and Security Risk Assessments for the SEC campus are completed, specific to allocated events, ensuring appropriate mitigations are planned and implemented.
- Support the delivery of the SEC's Event Control Room (ECR) for a vast range of events of all types and sizes, ensuring the operation is focused on efficient delivery and continuous improvement.
- Cover the position of Deputy Safety Officer during events as and when required.
- Where required, be responsible for onsite monitoring of the build and de-rig phase of events to ensure compliance and safety for allocated events.
- Review and ensure that the required documentation is in place for each event, build and de-rig as required by the Construction (Design and Management) Regulations 2015
- Review of all contractor safety documentation relating to event delivery, including risk assessments, method statements, and manage the feedback process in advance of operational delivery for an ongoing selection of events.
- Support a programme of testing and exercising for event safety, public safety and security in collaboration with key agencies, in particular Police Scotland and Glasgow City Council.
- Support the production of monthly progress summary reports to inform Senior Management, including dashboard data, metrics and narrative.

- Undertake other relevant duties as may be requested by the company from time to time.