



## Glasgow 2026 Commonwealth Games – Job Description

<b>Job title:</b>	Health and Safety Coordinator
<b>Division:</b>	Executive Office
<b>Department:</b>	Chief Executive Office
<b>Reports to:</b>	Head of Health & Safety
<b>Location:</b>	Glasgow

### Background to the Glasgow 2026 Commonwealth Games

In July and August 2026, Glasgow will host the Commonwealth Games. Approximately 3000 athletes and team officials from up to 74 nations and territories across the Commonwealth will come together in an 11-day celebration of sport and culture. Events will take place across Glasgow, entertaining more than 500,000 ticketed spectators and reaching a global broadcast audience of over 1 billion.

Glasgow 2026 Limited, the Organising Company (the OC), is signatory to the Host Collaboration Agreement (HCA) with the Commonwealth Games Federation (CGF) and Commonwealth Games Scotland (CGS) and each have key parts to play in the planning and delivery of the 2026 Commonwealth Games, both individually and collectively, to ensure that the new format 2026 Commonwealth Games are a huge success.

The Technology Support Coordinator will help ensure smooth day-to-day IT operations across the office by providing technical support to staff, assisting with technology onboarding processes, and acting as a key liaison with our external IT services provider. The role operates within a dynamic and evolving environment shaped by the Glasgow 2026 collaborative delivery model, where **responsibilities** are shared across a network of delivery partners rather than being owned solely by a traditional central Organising Company.

Working closely with internal teams, external suppliers, and public and private sector delivery partners, you will ensure that critical systems - including office technology and technology at Games time - are supported promptly, securely, and inclusively. This role provides a unique opportunity to contribute to a groundbreaking, legacy-focused Games, anchored in innovation, sustainability, and community empowerment.

Glasgow 2026 is a people-powered Games that brings sport to the heart of communities. With a focus on sustainability, inclusion, and innovation, the Games will be delivered in partnership—with public bodies, event specialists, and local communities all playing a vital role. This role contributes directly to the Games' digital transformation, legacy ambitions, and commitment to showcasing Scotland as a leader in collaborative major event delivery.



### Role Summary / Key Accountabilities

The successful candidate will be responsible for:-

The Health and Safety Coordinator will support the provision of a safe and healthy workplace. They will develop, implement, and monitor safety programs, conduct risk assessments, ensure compliance with relevant regulations, and promote a strong culture of safety among all employees.

Working with the Head of Health & Safety and Social Impact you will mobilise and manage the OC's Health and Safety planning, including but not limited to:

- Develop a RACI Matrix for the OC and ensure appropriate consultation and evidenced acceptance of responsibility is in place.
- Develop a Training Matrix for the OC, aligned with the RACI matrix, to establish the appropriate competencies required for each area of responsibility.
- Research and recommend Training schedule including providers and budget requirements.
- Support the mobilisation of the Health and Safety Strategy, to promote a strong safety culture.
- Develop and implement a Health and Safety induction for all new OC Team members, Contractors and Visitors.
- Support the creation and implementation of Health and Safety Policies and Procedures with recommendation for communicating, training and monitoring.
- Support the creation and implementation of a Risk Assessment Framework, supporting the training roll out internally where relevant.
- Support the implementation of an Accident reporting system, supporting the training roll out internally where relevant.
- Ensure focused research is carried out on all areas of the Health and Safety Strategy to document opportunities across accreditation and upskilling.
- Provide timely, accurate and relevant reports which demonstrate the progress, position and risks for our Health and Safety delivery.

The employee will be responsible for adhering to all company health and safety policies and procedures.

Responsibilities of the role will evolve during the lifespan of the OC.



### Knowledge & Experience

- Strong advanced level experience using Microsoft Office applications, including Excel, Word and PowerPoint, with the ability to confidently produce reports, analyse data, and create clear, professional presentations.
- Prior operational experience of mobilizing or significantly evolving a Health and Safety Strategy essential.
- Relevant Health and Safety qualifications are desirable (NEBOSH/IOSH).
- Excellent interpersonal and negotiation skills, with the ability to influence others and manage relationships.
- Good analytical and problem-solving skills.
- Ability to work in a fast-paced environment, frequently under pressure, on multiple tasks.
- Ability to prioritise between tasks.

### Personal Characteristics

- Self-motivated and proud to be part of the experience
- Proactive problem solver
- Natural communicator
- Highly resilient
- Reliable and committed to the success of the team
- Able to deliver excellent results in a fast-paced setting