

## Person Specification

<b>Job Title</b>	Health and safety advisor
<b>Grade</b>	PO2
<b>Service/Section</b>	Information, Safety and Community
<b>Directorate</b>	Communities, Environmental and Central

**Shortlisting Criteria:** Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable	Application (A) Interview (I) Assessment (ASS)
<b>Knowledge</b>		
Minimum NEBOSH Certificate / NVQ Level 4 or 5 in Occupational Health and Safety Practice or an equivalent qualification and attained Technical Membership (Tech IOSH) membership status.	E	A
Internal or external QMS auditing qualification	D	A
Good understanding of Health and Safety legislation and statutory compliance and the ability to provide proactive advice and support in all Health Safety matters.	E	A/I
Good understanding of incident management, incident investigation, RIDDOR reporting, learning events, root cause and trend analysis.	D	A/I
<b>Skills and Abilities</b>		
Excellent time management and organisational skills and ability to meet complete works in a timely manner and meet required deadlines.	D	A/I
Good verbal and written communication skills and the ability to engage and influence management at all levels, including other key stakeholders within the service.	E	A/I/ASS
Work effectively with people at all levels within the Council also external consultants, contractors and other stakeholders. And have the ability to deal with challenging situations to achieve a positive required outcome.	E	A/I
Experience in analyzing H&S data and producing, developing reports in regard to H&S performance and other activities to inform decision making and to promote H&S awareness in a proactive and targeted way.	D	A/I
Experience of developing and maintaining H&S safety management system and the use of H&S electronic management systems.	D	A/I
Good experience of planning, undertaking workplace/premises audits and inspections	E	A/I

<b>Experience</b>		
Have significant experience operating in a lead H&S role within a local authority environment or an organisation with comparable diverse/complexity requirements	D	A/I
Proficient and experienced in the use of incident reporting, DSE and COSHH etc. H&S management system resources and the use of Microsoft office products.	D	A
<b>Equal Opportunities</b>		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	E	A/I
Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.		