PERSON SPECIFICATION

Post Title	Health and Safety Officer	Band	10/11	Job Evaluation Reference	U742(1)

Required Attributes			
1. EDUCATION AND TRAINING	**SCORE**	**Essential**	**Desirable**
UK NEBOSH National Diploma in Occupational Health and Safety (Band 11) Or UK NEBOSH National Certificate in Occupational Safety & Health and a commitment to attaining UK NEBOSH National Diploma in Occupational Health and Safety qualification within two years of commencing employment (Band 10)		✓	
Evidence of current relevant CPD (eg IOSH/IIRSM)/commitment to attain and maintain		✓	
Chartered Membership of IOSH			✓
NEBOSH Health and Safety Management in Construction (or equivalent)			✓
NEBOSH Certificate in Fire Safety (or equivalent)			✓
Relevant specialist health and safety training			✓
2. EXPERIENCE	**SCORE**	**Essential**	**Desirable**
Providing strategic and operational H&S advice and support		✓	
Leading, motivating and supporting managers and other team members within a customer focused environment		✓	
Plan, lead, report and track monitoring activity including health and safety inspection, surveillance and audits		✓	
Extended experience working as a H&S Practitioner relating to LA related risks/precautions		✓	
Working in a local authority or a similar public sector organisation			✓
Construction health and safety related experience			✓
3. SKILLS AND ABILITIES	**SCORE**	**Essential**	**Desirable**
Providing expert H&S advice and support to non-specialists and leaders		✓	
Work effectively with team members and others (services) towards common goals		✓	
Motivational and analytical skills but also practical hands-on approach to problem solving		✓	
Make rational judgements, anticipate problems and innovate solutions		✓	
Lead, influence, persuade and coach others		✓	
Effective oral, written, presentation, negotiation and interpersonal skills		✓	

Adapts quickly and flexibly to new demands and change	✓	
Uses common Microsoft Office applications	✓	

4. KNOWLEDGE	SCORE		Essential	Desirable
Current UK H&S legislation, supporting codes, including practical application of industry Relevant Good Practice			✓	
Practical application of the Plan, Do, Check, Act cycle			✓	
Incident Root Cause Investigation			✓	
Emergency Preparedness			✓	
Contractor Safety Management			✓	
Local Authority structures and services				✓
Areas of risk and H&S precautions relevant to Local Authority services			✓	

5. PERSONALITY FACTORS	SCORE		Essential	Desirable
Leads by example and act as a role model for excellence			✓	
Team player			✓	
Calm under pressure			✓	
Self-motivated			✓	
Honest and displays integrity			✓	
Conscientious, commitment to delivering excellence and drive to achieve targets			✓	
Positive attitude to change			✓	

6. OTHER REQUIREMENTS	SCORE		Essential	Desirable
UK valid driving licence			✓	
Strict confidentiality			✓	
Flexible approach to work / able to work occasionally outside of usual office hours			✓	
Relevant PVG Checks prior to appointment			✓	
Compliant with GDPR, Data Protection requirements			✓	
Compliant with Equality Act requirements			✓	

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

- Strengthen – our Communities
- Understand – our children's needs
- Protect – our vulnerable people
- Promote – equality and diversity
- Open and transparent – at all times
- Respect – our environment
- Treat – each other with kindness

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each

candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

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