

Person Specification

JOB TITLE: Health and Safety Advisor **POST NO:** 014109
GRADE: 11 **DEPARTMENT:** Customer and Digital Services Directorate
HOURS 37
DIVISION: Health and Safety **DIRECTOR:** Sue Grace
DATE: 25/07/2022 **COMPLETED BY:** Sue Grace

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	
KNOWLEDGE	<ul style="list-style-type: none"> Demonstrate knowledge, understanding and practical interpretation of health and safety legislation and best practice 	<ul style="list-style-type: none"> Understanding of health and safety regulation and enforcement 	AI P
SKILLS & ABILITIES	<ul style="list-style-type: none"> Good written, verbal and interpersonal communication Computer literacy Able to produce concise and accurate reports and analyse data Able to effectively manage personal time to resolve conflicting workloads and to meet deadlines. Ability to act with sensitivity and handle confidential information. 	<ul style="list-style-type: none"> Ability to design and deliver effectively and clearly a range of health and safety courses. Experience in using case management computer systems Able to design and produce clear and effective guidance, information and publicity materials 	AI P
EXPERIENCE	<ul style="list-style-type: none"> Minimum 3 years relevant practical experience in health and safety Undertaking site inspections and audits 		AI
QUALIFICATIONS	<ul style="list-style-type: none"> NEBOSH Diploma in Occupational Safety and Health, or equivalent. IOSH Tech SP membership 	<ul style="list-style-type: none"> NEBOSH certificate in construction 	AI
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> Current driving license and business car insurance Provision of a suitably insured vehicle for use in connection with the duties of the post 		
EQUALITY	<ul style="list-style-type: none"> Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. 		AI
CUSTOMER CARE	<ul style="list-style-type: none"> Knowledge and understanding of effective customer care 		AI

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]