**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

## HEALTH AND SAFETY ANALYST

| CATEGORY | **CRITERIA** | **MEASURE** |
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| **EDUCATION/**  **QUALIFICATIONS** | NEBOSH general certificate and relevant experience within a health & safety function.  Level 3 Qualification in training e.g. Teaching Certificate 7304 / PTLLS  Excellent literacy and numeracy  Minimum Associate Member of IOSH | AF/I/C  AF/AC/I  AF/AC/I  AF/I |
| **EXPERIENCE** | Experience of:   * Carrying out risk assessments * Undertaking accident and incident investigations * Carrying out workplace inspections * Preparation and delivering of training and presentations * Data analysis and interpretation of information * Developing and reviewing H&S policy and procedure documents. * Negotiating timescales and work objectives | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:   * Relevant health & safety legislation e.g. HASAWA 1974   Ability to:   * Undertake the investigation of workplace accidents and incidents. * Analyse and present data and information, identifying trends and interpreting data sets. * Support delivery of effective presentations/training * Prepare and produce comprehensive reports * Demonstrate effective time management to work to conflicting priorities, meet deadlines and targets. * Demonstrate effective IT skills, showing knowledge of a range of IT systems. * Demonstrate excellent interpersonal skills to enable liaison at all levels internally and externally. * Communicate effectively both verbally and in writing. * Work effectively as part of a team or independently. * Demonstrate effective organisational skills. * Demonstrate commitment to safe working principles and practices associated with Health and Safety. * Demonstrate commitment to the principles of Diversity and Equality. | AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I  AF/AC/I |
| **OTHER** | 1. Ability to attend meetings outside normal working hours as and when required, both locally and nationally 2. Ability to meet the transport requirements of the post. 3. Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I  AF/I  AF/C |

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# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview

C - Certificates