**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

# HEALTH AND SAFETY ADVISOR

| CATEGORY | CRITERIA | **MEASURE** |
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| **EDUCATION/**  **QUALIFICATIONS** | * NEBOSH National General Certificate in Occupational Health and Safety. * A recognised teaching or training qualification (i.e. Cert Ed/7304/6 PTLLS) or actively working towards and with significant experience of H&S related training delivery. * Excellent literacy and numeracy. * Technical level membership of IOSH or above. | AF/I/C  AF/I/C  AF/I  AF/I/C |
| **EXPERIENCE** | * Significant experience within an H&S role.   Significant experience of:   * Carrying out risk assessments; * Investigating accidents & incidents; * Carrying out site inspections and/or audits and producing associated reports; * Data analysis and interpretation of information; * Demonstrated effective time management, prioritisation, coordination and delivery of work objectives and activities; * Development and review policies and procedures; * Preparing & delivering training; * Line management of personnel; | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **SKILLS/ KNOWLEDGE/**  **APTITUDE** | Knowledge of:  H&S legislation, associated approved codes of practice and other guidance.  Ability to:   * Investigate accidents and incidents to determine causes and provide recommendations to prevent reoccurrence; * Undertaking risk assessments; * Develop and deliver effective presentations/ training including IOSH Managing Safely; * Develop, maintain and review policies and procedures * Prepare and produce comprehensive reports; * Demonstrate effective IT skills with ability in the use of Microsoft Office Suite, specifically Excel, Word and PowerPoint. * 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 the principles of Diversity and Equality. | AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I  AF/I |
| **OTHER** | * Ability to attend meetings outside normal working hours as and when required, both locally and nationally. * Ability to meet the transport requirements of the post. * Must be able to work to a flexible working scheme, which may include some weekends/evenings. | AF/I  AF/I/C  AF/I |

**MEASURE:**

AF - Application form

C - Certificates

AC - Assessment Centre

I - Interview