

Person Specification Assistant Health and Safety Officer



Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Hold a relevant NVQ level 4 qualification or above.
- Hold NEBOSH Health and Safety General Certificate and Fire Safety certificate or FPA Fire Risk Assessment Certificate.
- Willingness to work towards achieving the NEBOSH Occupational Health and Safety Diploma
- Knowledge of current health and safety (H&S) and fire safety legislation, its purpose and best practice.
- Experience in conducting fire safety risk assessments and producing reports incorporating proportionate and cost effective advice.
- Experience in working with managers to deliver improvements in H&S management arrangements and safe working practices.
- Excellent analytical, research and written skills.
- Excellent verbal communication skills with the ability to display critical reasoning and confident delivery.
- Ability to meet deadlines and work as part of a team
- Demonstrable commitment in continuing professional development.
- IT literate e.g. Word, Excel etc.
- Ability to maintain confidentiality.
- Commitment to managing diversity and anti-discrimination strategies

Desirable

- Hold a relevant NVQ level 6 qualification
- Hold NEBOSH National Certificate in Construction Health and Safety or willing to work towards.
- Experience in developing and delivering e-learning H&S products to meet the needs of different employee groups.
- Ability to meet difficult challenges through use of personal initiative and work prioritisation.

Part B

The following essential and desirable criteria will be further explored at interview stage:

- Experience in conducting fire safety risk assessments and providing proportionate cost effective fire safety advice.
- Experience in working with managers to deliver improvements in H&S management arrangements and safe working practices.
- Excellent analytical, written and verbal communications skills.
- Ability to meet difficult challenges and deadlines through use of personal initiative and work prioritisation.

- Experience in developing and delivering e-learning H&S products to meet the needs of different employee groups.