**Person Specification**

**Job title: Health And Safety Coordinator**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Qualifications /**  **Professional Registration/**  **Membership** | Additional relevant post graduate qualification e.g., NEBOSH  Certificate/Diploma, Audit Qualification. | Application Form/Certificates |
| **Experience** | 1. Relevant experience in a similar role | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Ability to develop knowledge, experience of or undertake:   1. Investigate complex COVID-19 notifications. | Application Form/Interview |
| 1. Assessment of COVID-19 secure premises risk assessments. | Application Form/Interview |
| 1. Reactive and proactive health and safety premises inspections. | Application Form/Interview |
| 1. Undertake the investigation of breaches of legislation, including service of statutory notices, gathering evidence, undertaking interviews, preparing case files and statements and attending court when necessary. | Application Form/Interview |
| 1. Investigating RIDDOR notifications and other accident notifications. | Application Form/Interview |
| 1. Investigate health and safety concerns and provide appropriate advice, and where necessary proportionate enforcement. | Application Form/Interview |
| 1. Able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information. | Application Form/Interview |
| 1. Able to recognise problems and apply relevant procedures and legislation to find solutions | Application Form/Interview |
| 1. Able to effectively use a PC to prepare documents, record   information or input data**.** | Application Form/Interview |
| 1. Be able to provide excellent customer service by delivering high quality tailored services to meet needs and exceed expectations. | Application Form/Interview |
| 1. Able to persuade, negotiate and influence effectively. | Application Form/Interview |
| 1. Be socially confident and self-assured when meeting new people. | Application Form/Interview |
| 1. Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. | Application Form/Interview |
| 1. Able to critically evaluate information. | Application Form/Interview |
| 1. Able to deal with opinions and feelings as well as facts, figures and numerical data. | Application Form/Interview |
| 1. Able to work at a fast pace and cope well with a higher level of workload. | Application Form/Interview |
| 1. Able to make decisions and reach conclusions. | Application Form/Interview |
| 1. Not easily offended, and able to deal with criticism. | Application Form/Interview |
| **Work Related Circumstances/**  **Values of the Council** | 1. Commitment to Equal Opportunities | Application Form/Interview |
| 1. Compliance with health and safety rules, regulations, and legislation | Application Form/Interview |
| 1. Ability to meet the travel requirements of the post | Application Form/Interview |
| 1. The ability to work outside of normal working hours to meet the needs of the service, and be flexible in own working arrangements according to the demands of the post | Application Form/Interview |
| 1. The post holder will need to be fully vaccinated against COVID-19 (unless medically exempt). | Application from /interview |