**Person Specification**

**Job title: Health and Safety Adviser**

**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.**

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | 1. Eligible for Associate/Technical Membership of IOSH   Working towards Grad IOSH  **(Progression to Grade 8)**  Awarded GRAD IOSH or equivalent | Application Form/Interview/Certificates |
| **Experience** | 1. Experience in a health and safety role in a multi-function organisation. | Application Form/Interview |
| 1. Undertaking health and safety audits, inspections and incident investigations | Application Form/Interview |
| 1. Providing advice and guidance on health and safety procedures. | Application Form/Interview |
| 1. Preparing and delivering health and safety training | Application Form/Interview |
| 1. Producing original health and safety reports and procedures. | Application Form/Interview |
| 1. Development and implementation of health and safety management systems. | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. Thorough and up to date knowledge of Health and Safety, law, regulations, approved codes of practice, H&S best practice, recent and forthcoming developments in H&S law and contemporary methodologies. | Application Form/Interview |
| 1. Uses appropriate methods to express information in a clear and concise way to make sure people understand | Application Form/Interview |
| 1. Able to demonstrate an innovative approach to problem solving and dealing with complex health and safety issues | Application Form/Interview |
| 1. Puts the customer first and provides excellent service to both internal and external customers | Application Form/Interview |
| 1. Be constructive, positive, and actively engages in team projects | Application Form/Interview |
|  | 1. Deliver on commitments and carries out actions assigned to them | Application Form/Interview |
| **Work Related Circumstances/**  **Values of the Council** | 1. Ability to meet the travel requirements of the post. | Interview |
| 1. Ability to work outside of normal working hours to meet the needs of the service | Interview |
| 1. Commitment to Equal opportunities | Interview |
| 1. Committed to continuous improvement | Interview |