TYNE AND WEAR FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

Deputy Health and Safety Manager

CATEGORY	CRITERIA	E/D	MEASURE
EDUCATION / QUALIFICATIONS	• Minimum of NEBOSH National General Certificate in Occupational Health and Safety and prepared to work towards NEBOSH National Diploma in Occupational Safety and Health.	Essential	AF / C
	• Technical level membership of IOSH or above.	Essential	AF / C
	• A recognised teaching or training qualification (or actively working towards and with experience of H&S related training delivery.	Desirable	AF / C
	• Excellent literacy and numeracy.	Essential	AF / C
WORK EXPERIENCE	• Experience working within a dedicated Health & Safety Officer, Advisor or Manager role.	Essential	AF / I / AC
	Significant experience of:		
	• Carrying out risk assessments investigating accidents, incidents and producing reports.	Essential	AF / I / AC
	• Carrying out site inspections and/or audits and producing associated reports.	Essential	AF / I / AC
	• Data analysis and interpretation of information.	Essential	AF / I / AC
	• Demonstrated effective time management, prioritisation, coordination and delivery of work objectives and activities.	Essential	AF / I / AC
	• Developing, reviewing and implementing policies and procedures.	Essential	AF / I / AC
	• Preparing and delivering health and safety training programmes.	Essential	AF / I / AC
	• Maintaining IOSH CPD log and at least IOSH Technical member status.	Essential	AF / I / AC
	• Line management of personnel.	Desirable	AF / I / AC

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SKILLS/ KNOWLEDGE/ APTITUDE	Knowledge of:		
	H&S legislation associated approved codes of practice and other relevant guidance.	Essential	AF / I / AC
	Ability to:		
	• Investigate accidents and incidents to determine causes and provide recommendations to prevent reoccurrence.	Essential	AF / I / AC
	• Undertake and produce risk assessments for a range of work activities and environments.	Essential	AF / I / AC
	• Experience in developing and delivering health and safety training, including IOSH programmes where applicable.	Desirable	AF / I / AC
	• Develop, maintain and review policies and procedures	Essential	AF / I / AC
	• Prepare and produce comprehensive reports.	Essential	AF / I / AC
	• Demonstrate effective IT skills with ability in the use of Microsoft Office Suite, specifically Excel, Word, PowerPoint and Teams.	Essential	AF / I / AC
	• Demonstrate excellent interpersonal skills to enable liaison at all levels internally and externally.	Essential	AF / I / AC
	• Communicate effectively both verbally and in writing.	Essential	AF / I / AC
	• Work effectively as part of a team or independently.	Essential	AF / I / AC
	• Demonstrate effective organisational skills.	Essential	AF / I / AC
	• Demonstrate commitment to equality, diversity and inclusion and the values of the Service.	Desirable	AF / I / AC
OTHER	Must have a full current driving license to meet the travel requirements of the role.	Essential	AF / I

MEASURE CODE

AF - Application form
AC - Assessment centre
I - Interview
C - Certificates