

PERSON SPECIFICATION

Job Title: Health and Safety Advisor
Directorate & Section/Unit: Chief Executives Unit, Human Resources
Salary Grade: PO1

EXPERIENCE: (Of delivering outcome/objectives/service improvements etc, not just time served)

It is **essential** that the post holder has:

- Significant experience/exposure to CDM regulations 2015.
- Understanding of CDM regulations.
- Substantial experience of providing Health and Safety support to managers.
- Substantial experience of Health and Safety training.
- Substantial experience of Health and Safety auditing.

It is **desirable** that the post holder has:

- background or experience in the construction industry
- Experience of mentoring.
- Experience of Safety One and Safety Two.
- Experience of Learning Teams.

KNOWLEDGE, SKILLS AND ABILITIES:

It is **essential** that the post holder has:

- Previous experience in advising on construction/maintenance/refurbishment that comes under the scope of CDM regulations.
- Expert and current knowledge of H&S practice issues.
- Specialist knowledge of Health and Safety Law.
- Understanding of the role of Health and Safety and practicalities of a "people focused" service
- Ability to apply H&S solutions in a pragmatic and service focused manner.
- Proven ability to establish positive working relationships with managers at all levels.
- High level oral/written communications skills.
- Proven ability to analyse problems and put forward ideas for resolution.
- Ability to be the Health and Safety lead on projects.
- Ability to utilise relevant I.T. applications.
- Ability to plan workload, projects and meet deadlines.

It is **desirable** that the post holder has:

- Experience in coaching.

QUALIFICATIONS/TRAINING & DEVELOPMENT:

It is **essential** that the post holder is:

- A member of IOSH at a minimum of Graduate Member (Grad IOSH).
- Level 6 qualification or equivalent compensatory experience.

It is **desirable** that the post holder has:

- NEBOSH construction certificate
- Project management.
- Coaching and Mentoring.

ADDITIONAL INFORMATION

It is **essential** that the post holder has:

- Commitment to equality of opportunity, anti-discriminatory and anti-oppressive practices
- Integrity and respect for confidentiality.
- Commitment to the provision of customer focused, business-like personnel services.