

Policy Document No: Per 1.1.2

Health and Safety Manager Person Specification

Job Title: HEALTH AND SAFETY MANAGER

Job Vacancy No:

Service: Central Services

Knowledge

- | | <u>Essential</u> | <u>Desirable</u> |
|--|------------------|------------------|
| 1 Knowledge of current Health and Safety legislation | ✓ | |
| 2 Knowledge of best practice in relation to Health and Safety | ✓ | |

Skills and Abilities

- | | | |
|--|---|--|
| 1 Ability to analyse and assess levels of compliance, developing and maintaining effective systems to support the organisation in continuous compliance | ✓ | |
| 2 Ability to advise staff, managers and the Executive appropriately in respect of potential/actual risk and how this may be managed | ✓ | |
| 3 Ability to support all staff and relevant others to be compliant and take responsibility for delivering best practice | ✓ | |
| 4 Ability to communicate effectively and build positive working relationships with all stakeholders, internal and external to Hesley Group | ✓ | |
| 5 Ability to contribute to Health and Safety strategies which contribute to achievement of corporate goals | ✓ | |
| 6 Ensure compliance targets and external accreditations are met and maintained | ✓ | |
| 7 Ability to attend work as required, organise and prioritise own workload to meet the needs of the organisation | ✓ | |

Qualifications Required

- | | | |
|--|---|--|
| 1 NEBOSH National Certificate | ✓ | |
| 2 NEBOSH Diploma (or willingness to work towards) | ✓ | |

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	<u>Essential</u>	<u>Desirable</u>
3 Membership of IOSH		✓
4 GCSE or equivalent standard in Maths and English (Grade C or above)	✓	
<u>Experience</u>		
1 Previous Health and Safety experience within a multi-site environment	✓	

Person Specification prepared by Human Resources Manager

Date: 26/07/18