**PERSON SPECIFICATION – Apprentice Health and Safety Advisor POST REFERENCE:**

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| **Requirements** | **Essential**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) | **Desirable**  Please indicate in brackets after each criteria how this will be verified, ie (F), (I), (T), (R) |
| * **Educational / vocational / occupational qualifications and/or training** | Must have at least 5 GCSE passes at level 4 or above (Grade A-C) including Mathematics and English language. (F) |  |
| * **Work or other relevant experience** | An interest in occupational Health and Safety | A basic understanding of the Health and Safety at Work Act. (F:I:T) |
| * **Skills, abilities, knowledge and competencies** | Good communication skills, both verbally and in written form. (F, I)  General IT skills  Ability to work in a flexible and responsive way  Ability to research and summarise findings  Plan, organise and prioritise workload  Ability to present information in a written form and using Microsoft office or equivalent  Commitment to personal development/personal improvement  All above (F:I:T) |  |
| **General competencies** | Ability to work flexibly at different locations , and on occasion outside normal hours (F)  Ability to travel either on public transport or car (F). |  |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.