**TYNE AND WEAR FIRE AND RESCUE SERVICE**

**PERSON SPECIFICATION**

# HEALTH AND SAFETY ADVISOR

| CATEGORY | CRITERIA | **MEASURE** |
| --- | --- | --- |
|  |  |  |
| **EDUCATION/****QUALIFICATIONS** | * NEBOSH National General Certificate in Occupational Health and Safety.
* A recognised teaching or training qualification (i.e. Cert Ed/7304/6 PTLLS) or actively working towards and with significant experience of H&S related training delivery.
* Excellent literacy and numeracy.
* Technical level membership of IOSH or above.
 | AF/I/CAF/I/CAF/IAF/I/C |
| **EXPERIENCE** | * Significant experience within an H&S role.

Significant experience of:* Carrying out risk assessments;
* Investigating accidents & incidents;
* Carrying out site inspections and/or audits and producing associated reports;
* Data analysis and interpretation of information;
* Demonstrated effective time management, prioritisation, coordination and delivery of work objectives and activities;
* Development and review policies and procedures;
* Preparing & delivering training;
* Line management of personnel;
 | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **SKILLS/ KNOWLEDGE/****APTITUDE** | Knowledge of:H&S legislation, associated approved codes of practice and other guidance.Ability to:* Investigate accidents and incidents to determine causes and provide recommendations to prevent reoccurrence;
* Undertaking risk assessments;
* Develop and deliver effective presentations/ training including IOSH Managing Safely;
* Develop, maintain and review policies and procedures
* Prepare and produce comprehensive reports;
* Demonstrate effective IT skills with ability in the use of Microsoft Office Suite, specifically Excel, Word and PowerPoint.
* Demonstrate excellent interpersonal skills to enable liaison at all levels internally and externally.
* Communicate effectively both verbally and in writing.
* Work effectively as part of a team or independently.
* Demonstrate effective organisational skills.
* Demonstrate commitment to the principles of Diversity and Equality.
 | AF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/IAF/I |
| **OTHER** | * Ability to attend meetings outside normal working hours as and when required, both locally and nationally.
* Ability to meet the transport requirements of the post.
* Must be able to work to a flexible working scheme, which may include some weekends/evenings.
 | AF/IAF/I/CAF/I |

**MEASURE:**

AF - Application form

C - Certificates

AC - Assessment Centre

I - Interview