

PERSON SPECIFICATION

HEALTH, SAFETY AND EMERGENCY PLANNING OFFICER (CAREER GRADED) – C28

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Stage 1: University degree or appropriate Higher Level qualifications	E	1,4
Qualifications & Training	Stage 2: Successfully attain a NEBOSH General Certificate in Occupational Safety and health	E	1,4
Qualifications & Training	Stage 3: Successfully attain a NEBOSH Diploma in Occupational Safety and Health	E	1,4
Qualifications & Training	Stage 3: NEBOSH FRA Qualification	D	1,4
Qualifications & Training	Stage 3: Membership of IOSH or IIRSM	E	4 (documentary evidence at the appropriate stage)
Qualifications & Training	Commitment to continuous professional development	E	1,3
Knowledge & Experience	Microsoft Office applications	E	1,3
Knowledge & Experience	Understanding of the principles of and commitment to good customer care	E	1,3
Knowledge & Experience	Ability to use and analyse information from databases and spreadsheets	E	1,3
Knowledge & Experience	Commitment to and equality and diversity	E	1,3
Skills & Abilities	Present a professional and confident image	E	1,3
Skills & Abilities	Must be assertive, be enthusiastic and self-motivated	E	1,3
Skills & Abilities	Ability to make considered decisions	E	1,3
Skills & Abilities	Ability to work within a team	E	1,3
Skills & Abilities	Good planning and organisation skills	E	1,3
Skills & Abilities	Ability to maintain clear records	E	1,3
Skills & Abilities	Ability to liaise effectively with internal departments and external agencies	E	1,3
Skills & Abilities	Ability to interpret complex data and reach appropriate conclusions in a defined timeframe	E	1,3
Skills & Abilities	Accurate with a high degree of numerical and literacy skills	E	1,3
Skills & Abilities	Excellent communication and interpersonal skills	E	1,3
Skills & Abilities	Strong time management skills	E	1,3
Skills & Abilities	Logical thought process	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Skills & Abilities	Ability to work using own initiative and unsupervised	E	1,3
Special Requirements	Stage 2: Full driving licence and access to a suitable vehicle or the ability to arrange own transport (for any disabled candidates, suitable alternative arrangements can be agreed, if necessary)	E	1,3
Special Requirements	Stage 2: Able to undertake inspections and site visits	E	1,3
Special Requirements	Stage 2: Able to be part of an out of hours call rota	E	1,3
Special Requirements	Able to work flexibly	E	1,3

Car Allowance:

A designated car user status will only apply from stage 2

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]