



PERSON SPECIFICATION

JOB TITLE: Health and Safety Officer

The successful candidate should be able to evidence the following: -

REQUIREMENTS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • At least 3 years recent and relevant experience in a similar role • NEBOSH (General Certificate) qualified • COSHH Trained 	<ul style="list-style-type: none"> • NEBOSH Diploma • Member of institute of Occupational Safety & Health (IOSH) • Qualification in training • Fire safety training
Experience	<ul style="list-style-type: none"> • Provision of advice to managers/supervisors • Previous experience in a health and safety role. • Handling of H&S investigations • Experience of formulating, implementing and revising H&S policies and procedures 	
Knowledge		
Skills	<ul style="list-style-type: none"> • Confidential in all matters • Professional approach, coupled with strong interpersonal skills. • Excellent planning, organizational and time management skills • Excellent verbal, written communication and presentation skills • Strong IT skills • Ability to work on own initiative • Ability to work in, and adapt to a rapidly changing environment • Ability to work co-operatively with others to complete tasks and implement process improvements. 	<ul style="list-style-type: none"> • Experience of delivering training to a wide audience of differing roles and capabilities.

Personal Qualities	<ul style="list-style-type: none"> • Approachable • Empathy with ethos and aims of the Charity 	
Additional Requirements	<ul style="list-style-type: none"> • Ability to drive and access a vehicle for business use. 	

This person specification ensures that the Health and Safety Officer has the right qualifications, experience, and personal traits to maintain a safe and healthy working environment, minimise risks, and ensure compliance with all safety regulations.