

PERSON SPECIFICATION – HEALTH and SAFETY OFFICER

	Essential	Desirable
Qualifications & Experience	• At least 3 years recent and relevant experience in a similar role • A sound understanding of H&S issues including Fire Management and Risk Management • NEBOSH (General Certificate) qualified or working towards NEBOSH certificate accreditation • Occupational Health and Safety Certificate • COSHH Trained • Handling of H&S investigations • Experience of formulating, implementing and revising H&S policies and procedures	• NEBOSH Diploma • Member of institute of Occupational Safety & Health (IOSH) • Fire Manager Certificate • NEBOSH Environmental Certificate
Special Aptitudes	• 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	• Gathering, analysing and reporting on key H&S data/statistics • Knowledge of Microsoft packages
Disposition	• Flexible and co-operative at all times • An assertive but calm demeanour • Self-motivated	
Requirements	• Good timekeeping and attendance record • Neat and tidy appearance	

DATE – OCTOBER 2025