

Human Resources		
Person Specification		
Health and Safety Advisor (26 hour post)		
Grade LS 10	Post Number: 4102	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Previous extensive experience of providing health and safety advice and support.</p> <p>Understanding and experience of carrying out health and safety inspections and audits.</p> <p>Carrying out thorough accident investigations and reporting under RIDDOR.</p> <p>Working and communicating with colleagues and managers on a technical level.</p> <p>Excellent communication skills that enable influence with colleagues</p> <p>Researching and interpreting legislation and health and safety guidance.</p> <p>Developing and reviewing health and safety policy and guidance</p>	<p>Experience of working in local government</p> <p>Experience in delivering face to face training in health and safety</p>
QUALIFICATIONS	A recognised Health and Safety Qualification, for example NEBOSH or equivalent	IOSH professional membership
SPECIALIST KNOWLEDGE/ SKILLS	Understanding of health and safety legislation	Ability to deliver safety coaching and training

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	<p>Competent in hazard identification and risk control</p> <p>Report writing and presenting data in an effective way</p> <p>Robust understanding of data protection principles, including GDPR and the requirement for confidentiality</p>	
IT SKILLS	<p>Experience of using electronic databases and information systems</p> <p>Ability to use Outlook, and to use web browsers to access and sift information.</p> <p>Ability to accurately use Microsoft Office (Basic Word, Excel, PowerPoint)</p>	
PERSONAL CHARACTERISTICS	<p>Demonstrably strong verbal and written communication skills</p> <p>Strong literacy and numeracy skills</p> <p>Strong and methodical organisational skills with ability to prioritise demanding workload and to work without supervision.</p> <p>Strong team-working and relationship-building skills</p> <p>Excellent attention to detail</p> <p>Customer-focused approach to all duties</p> <p>Flexibility to meet the needs of the service</p>	
PHYSICAL REQUIREMENTS	None	
SPECIAL WORKING CONDITIONS AND OTHER REQUIREMENTS	<p>Driving licence and access to a car to travel across the borough</p> <p>The Council promotes hybrid working principles.</p>	

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	May be required to attend evening meetings occasionally
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PREPARED BY: Joanne Wilkinson
DESIGNATION: Strategic HR Manager
DATE: May 2025