



Health and Safety Officer – Property Services Person Specification

What are we looking for?		How will we check if you have it?
Qualification	NEBOSH Diploma or equivalent. Full member/chartered status as a recognised health and safety professional with IOSH, IIRSM or equivalent institution.	Application form and Interview
Mobility	This role may requires you to travel from site to site. You must be prepared to use public transport or your own motor vehicle, or you will have to demonstrate how you will carry out this aspect of the role.	Application form and interview
Experience	At least 2 to 3 years post qualification experience in a professional health and safety role.	Application form and interview

Knowledge and skills	<ul style="list-style-type: none"> • Excellent current knowledge of UK health and safety law and regulations. • Advising directors and managers on health and safety matters. • Managing health and safety monitoring and reporting systems. • Formulating and developing policies and procedures. • Effective analysis and review skills, including conducting audits and investigations. • Formulating and implementing health and safety related action plans and initiatives. • Effective communication skills, including report writing and presentations • Knowledge of housing and property related health and safety. • Confident user of a range of IT systems (e.g. Microsoft Office) and willingness to learn new ones • Understands how an awareness of diversity influences the way you deliver a service 	Application form and interview
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Core Competencies	Liaising and Networking: Able to build constructive relationships with others both inside and outside the organization to improve knowledge, share information and ensure effective business practices	Application form and interview
	Planning and organisation: Develops project plans involving others and prioritises work to ensure that key deadlines are met	Application form and interview
	Achieving results and quality focus: Demonstrates an understanding of what the organisation is trying to achieve and gets results even in challenging or difficult situations	Application form and interview
	Communication: Communicates in a clear and understandable way, coming across to others as positive and approachable	Application form and interview
	Customer Focus: Provides effective support to internal and external customers in response to their needs, managing expectations and continually seeking to improve the service	Application form and interview

Core competencies	Financial and Numeric Awareness: Uses statistics and numerical information to inform decisions and activities and is able to present proposals and arguments based on evidenced analysis of data.	Application form and interview
	Judgement and decision-making: Is able to take responsibility for difficult decisions, staying calm under pressure and consulting with others as appropriate to solve problems	Application form and interview
	Working with others: Works in a co-operative and supportive way with team members and others using initiative appropriately to get things done	Application form and interview
	Influencing and Negotiation Uses a range of styles and sound arguments to convince others demonstrating a clear point of view but negotiating when appropriate	Application form and interview
	Managing change and innovation Produces ideas for improvements, new activities and problem solving, supporting others to overcome difficulties with change	Application form and interview