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| Designation: | Safety Health and Environmental Trainee |
| Grade: | Stroud 3-5 (graded) |
| Responsible to: | Health and Safety Services Manager |
| Service Area: | Housing Contracts |
| Post Number: | tbc |

ESSENTIAL CRITERIA

QUALIFICATIONS

- Holds at least 5 GCSEs (Grades A to C) or equivalent to include English Literature, English Language and Math's or equivalent

EXPERIENCE

- An interest in Health and Safety with some experience in health and safety related tasks
- Experience of working with the public

SKILLS & KNOWLEDGE

- Ability to communicate complex information clearly and effectively with others
- Have an understanding of Hazard and Risk.
- Understand the importance of auditing and compliance
- Effective Communication and Positive Influencing Skills
- Resilient, able to work effectively under pressure and meet deadlines
- Highly organised with an attention to detail
- Excellent problem solving capability relating to the area of operation
- Good written and verbal communication
- IT literate including being proficient in MS Office software

PERSONAL ATTRIBUTES

- Enthusiastic with a can do attitude
- Possess and ability to creatively problem solve issues
- Comfortable interacting with tenants and staff
- Self-motivated
- Enthusiasm for learning on the job and personal development

OTHER

- Committed to working for an employer that values diversity and equality of opportunity
- Willing to undertake additional training or vocational qualifications as required

DESIRABLE CRITERIA

QUALIFICATIONS

- A Relevant health and safety qualification
- Associate IOSH membership or equivalent

EXPERIENCE

- A background in housing or local government

SKILLS & KNOWLEDGE

- Comfortable and confident in handling challenging interactions and situations

CORE COMPETENCIES

1. Effective Communication

You will be able to communicate clearly and effectively with a diverse range of people.

You can vary your communication dependant to your customer, using effective listening with the ability to persuade and influence where appropriate.

2. Customer Service

You are able to deliver the highest quality of service to our customers, both internal and external.

You will strive to deliver a consistently high quality service, with commitment o understanding and meeting their needs, inline with policies.

3. Working Together

You will be able to work co-operatively with colleagues and partners to achieve results and develop good working relationships.

You will be able to focus on the development of yourself and colleagues in order to enhance performance, motivation and ability to change.

4. Innovating

You will be able to seek better, more effective ways of delivering services.

5. Accepting Change

You will be able to adapt to new work challenges and situations, adopting a positive attitude to change.

6. Supporting the delivery of SDC priorities

You will be able to demonstrate an understanding of and commitment to the Council and its Services.

You will be able to demonstrate how your work supports and meets the needs of the service.