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| Designation: | Safety Health and Environmental Officer |
| Grade: | Stroud 5 |
| Responsible to: | Compliance & Assurance Manager |
| Service Area: | Housing Contracts |
| Post Number: | |

ESSENTIAL CRITERIA

QUALIFICATIONS

- NEBOSH General Certificate in Occupational Safety and Health or equivalent experience
- TechIOSH or Equivalent

EXPERIENCE

- Proven experience in administering service agreements, and contracts
- Good understanding of the Health and Safety six pack Regulations
- Clear understanding of CDM 2015 and its application
- Detailed knowledge of current procurement legislation and procedures
- Good knowledge of Microsoft Office

SKILLS & KNOWLEDGE

- Ability to communicate complex information clearly and effectively with others using a range of techniques, adapting style to enhance impact and suit the needs of the recipient
- Ability to determine appropriate control measures and have a deep understanding of hazard identification and the mitigation of associated risks.
- Ability to scope, plan and carry out audits
- Effective Communication and Positive Influencing Skills
- Ability to develop and implement new/ revised processes with an emphasis on simplicity, customer experience and efficiency
- Ability to inspire and motivate employees and teams, demonstrating support, co-operation, and empowerment.
- Resilient, able to work effectively under pressure and meet challenging deadlines
- Highly organised with an attention to detail
- Excellent problem solving capability relating to the area of operation
- IT Literate with experience of MS Office applications

PERSONAL ATTRIBUTES

- Respectful positive and professional
- Confident, independent and proactive
- Possess a can do attitude
- Possess and ability to creatively problem solve issues

OTHER

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

DESIRABLE CRITERIA

QUALIFICATIONS

- Educated to degree level or equivalent through relevant training and/or experience
- NEBOSH National Diploma or equivalent
- GradIOSH

EXPERIENCE

- Experience of managing change
- Experience of 14001 and &18001/45001 management systems
- Programme and portfolio management

SKILLS & KNOWLEDGE

- CDM 2015
- HHSRS

CORE COMPETENCIES

Effective Communication

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

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

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 and understanding and meeting their needs, in line with policies.

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.

Innovating

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

Accepting Change

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

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.