

Designation:	Health and Safety Officer
Grade:	Stroud 5
Responsible to:	Commercial Services Manager
Service Area:	Health and Wellbeing
Post Number:	

ESSENTIAL CRITERIA

QUALIFICATIONS

A professional qualification such as the NEBOSH National Diploma in Occupational Health and Safety (or equivalent).
(Environmental Health Practitioners registered with the Environmental Health Registration Board would also be suitably qualified for this post).

EXPERIENCE

Experience of interpreting and implementing health and safety legislation and good practice in a commercial setting.

SKILLS & KNOWLEDGE

Basic numeracy skills
Good written, verbal and listening communication skills.
Good understanding of risk assessment and sensible risk management and ability to explain these principles to employers and staff.
Ability and willingness to deliver health and safety training courses (and food safety courses, subject to suitable training).
Good numerical skills.
Ability to make sound judgements and to justify decisions in a competent manner.
Computer literate (reasonable knowledge of MS Word; Excel and Access).

PERSONAL ATTRIBUTES

Committed to providing excellent customer service.
Adaptable & flexible approach to work.
Ability to work effectively within the team.
Ability to work on own initiative.
Ability to relate to and understand business proprietors, members of the public, councillors and other agencies.

OTHER

Committed to working for an employer that values diversity and equality of opportunity
Willingness to undertake any relevant training

DESIRABLE CRITERIA

QUALIFICATIONS

NVQ Level 4 or 5: Health and Safety Regulation.
Higher Certificate in Food Premises Inspection (or equivalent).

EXPERIENCE

Experience of enforcing health and safety regulation with an enforcing authority.

SKILLS & KNOWLEDGE

Experience of using the UNIFORM computer system.

CORE COMPETENCIES

Effective Communication

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

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

Customer Focus

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 to 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.

Outer layers of the [competency framework](#) apply with Management and Leadership roles.