

**PERSON SPECIFICATION:** Health & Safety Manager

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| Qualities | **Essential** | **Desirable** |
| **Qualifications** | Graduate **or** professional qualification/membership in health and safety e.g. British Safety Council Level 6 Diploma in Occupational Safety and Health, NEBOSH National Diploma in Occupational Health and Safety, NCRQ Level 6 Diploma in Applied Health and Safety. |  |
| **Experience** | Experience as part of an organisational management team | Previous experience in a similar role/environment |
| Understand the application of the Health and Safety at Work etc. Act 1974 and other legislation relevant to the Companies business. | EU and UK procurement processes |
| Effectively influence those at a senior level. |  |
| Professional in their approach to dealing with issues and employees. |  |
| Strong organisational or administrative skills with attention to detail and a methodical approach. |  |
| Delivery of high performing quality, people focussed, cost effective approach to Health and Safety that meets our business and customer needs. |  |
| Financial and budgetary management |  |
| Engaging as necessary with relevant agencies in national and local Government and sector related organisations. |  |
| **Knowledge and Skills** | Familiarity with housing safety standards and regulation |  |
| Technical, regulatory, contractual, procurement and legal knowledge relating to Health and Safety |  |
| Understanding of Health & Safety Regulations |  |
| Competent in the use Microsoft Office, Outlook, Excel and Word |  |
| Ability to prepare and present written and verbal reports for Management Team and Board |  |
| Capability to consult with customers, local residents and other stakeholders |  |
| **Other** | Due to the role covering the health & safety for multi-sites, the post holder must have a current driving licence and own a vehicle insured for business use. |  |