

**PERSON SPECIFICATION:**

**Health and Safety Manager**

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| **Qualities & Competencies** | **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.  Or willing to study towards the above | Leadership/Management Qualification |
| **Experience** | Experience as part of an organisational management team  Experience in the application of the Health and Safety at Work etc. Act 1974 and other legislation relevant to the Companies business.  Experience of financial and budgetary management  Engaging as necessary with relevant agencies in national and local Government and sector related organisations.  Delivery of high performing quality, people focussed, cost effective approach to Health and Safety that meets our business and customer needs. | Previous experience in a similar housing role/environment  EU and UK procurement processes |
| **Knowledge, Competencies, Skills & Abilities** | 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.  Familiarity with housing safety standards and regulation  Technical, regulatory, contractual, procurement and legal knowledge relating to Health and Safety  Understanding of Health & Safety Regulations  Ability to prepare and present written and verbal reports for Management Team and Board  Capability to consult with customers, residents and other stakeholders  Computer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learn  Ability to identify own skill gaps and request training where relevant  Due to the role covering multiple sites, the post holder must have a current driving licence and own a vehicle insured for business use |  |