

**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 HealthNEBOSH National Diploma in Occupational Health and SafetyNCRQ 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 teamExperience 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 managementEngaging 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/environmentEU and UK procurement processes |
| **Knowledge, Competencies, Skills & Abilities** | Effectively influence those at a senior level.Professional in their approach to dealing with issues and employeesStrong organisational or administrative skills with attention to detail and a methodical approach.Familiarity with housing safety standards and regulationTechnical, regulatory, contractual, procurement and legal knowledge relating to Health and SafetyUnderstanding of Health & Safety RegulationsAbility to prepare and present written and verbal reports for Management Team and BoardCapability to consult with customers, residents and other stakeholdersComputer literate and conversant with Microsoft Office applications (e.g. Outlook, Word, Excel, SharePoint and Teams), or a willingness to learnAbility to identify own skill gaps and request training where relevantDue to the role covering multiple sites, the post holder must have a current driving licence and own a vehicle insured for business use |  |