**Health Safety and Environment Officer**

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| Criteria | Essential/Desirable | Method of Assessment |
| Qualification |  |  |
| NEBOSH General Certificate in Occupational Health & Safety or equivalent | E | Application Form and Certificates |
| IOSH and / or IIRSM Technical membership | E | Application Form and Certificates |
| Evidence of continuous professional development | E | Application Form and Certificates |
| NEBOSH fire safety and risk management or equivalent | D | Application Form and Certificates |
| Internal auditor (as minimum) for ISO 45001 & 14001 | D | Application Form and Certificates |
| Security Management Certification | D | Application Form and Certificates |
| Training in Business Continuity Planning | D | Application Form and Certificates |
| Knowledge and Experience |  |  |
| Sound practical understanding of relevant UK HSE legislation and understanding of relevant HSE regulations | E | Application Form and Assessment Centre |
| Experience of performing audits and inspections to mitigate risk | E | Application Form and Assessment Centre |
| Demonstrable experience of HSE management systems (including ISO 45001 standards) | E | Application Form and Assessment Centre |
| Experienced in the design of safety programs and of delivering training on HSE related topics | E | Application Form and Assessment Centre |
| Knowledge of Construction Design Management (CDM) arrangements | E | Assessment Centre |
| Experience of working with higher risk activities e.g. overseas travel and adventure activities | E | Assessment Centre |
| Be familiar with DSEAR, COMAH, LOLER, PUWER, COSHH, noise, vibration, PPE / RPE | E | Application Form and Assessment Centre |
| Knowledge of emergency planning in a complex organisation | E | Assessment Centre |
| Some knowledge of environmental management (ISO14001) & quality (ISO9001) | D | Assessment Centre |
| Experience and Knowledge of supplier / contractor management | D | Assessment Centre |

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| Skills and Abilities |  |  |
| Excellent people skills with the ability to influence others and manage positive customer relationships | E | Application Form and Assessment Centre |
| Good verbal and written communication skills | E | Application Form and Assessment Centre |
| Proficient in the use of Microsoft Office applications including Outlook, Excel and PowerPoint. | E | Application Form and Assessment Centre |
| Strong team player who enjoys supporting and developing the wider team | E | Application Form and Assessment Centre |
| Excellent prioritisation and organisational skills and the ability to work decisively under pressure | E | Application Form and Assessment Centre |
| Ability to provide standard guidance and advice to staff and students | E | Application Form and Assessment Centre |
| Enjoy ‘thinking outside the box’ and solving problems, working in an environment which strives for progressions | E | Assessment Centre |
| Other |  |  |
| Be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults | E | Assessment Centre |
| Demonstrate a commitment to the Colleges Equality & Diversity Policy | E | Assessment Centre |
| Willing to work flexibly | E | Assessment Centre |

Author: Health, Safety and Environment Manager

Date: February 2023