

Person Specification

Post	Health and Safety Officer
Department	Facilities
Hours	Part-Time, 22.2 Hours per week (0.6 FTE / 3 Days per week)
Responsible to	Principal / Senior Leadership Team (SLT)
Responsible for	Competent Health & Safety Advisory, Compliance Auditing & Risk Frameworks
Working closely with	Facilities Team and appropriate bodies and all college personnel

E = Essential

D = Desirable

Please ensure that in your application you clearly show how you meet **each item** on the Person Specification. In a situation where the College receives a high volume of applications, the desirable criteria may be used for shortlisting purposes.

	E	D	Method of Assessment
Qualifications			
NEBOSH National General Certificate in Occupational Health & Safety (or equivalent Level 3/4 H&S qualification)	✓		Application Form Interview
NEBOSH National Diploma / Level 6 Health & Safety qualification		✓	Application Form Interview
Technical or Tech IOSH membership (or working towards)	✓		Application Form Interview
Graduate / Chartered Membership of IOSH (Grad IOSH / CMIOSH)		✓	Application Form Interview
Experience			
Proven experience acting as an H&S advisor or officer in a complex multi-disciplinary environment	✓		Application Form Interview
Experience conducting safety audits, site inspections, and risk assessments	✓		Application Form Interview
Experience leading accident investigations and reporting under RIDDOR	✓		Application Form Interview
Experience managing PEEPs, fire safety drills, and emergency evacuation training	✓		Application Form Interview
Experience working within an FE Sixth Form College, School, or HE setting		✓	Application Form Interview
Experience reviewing contractor RAMS and managing Permit to Work (PTW) systems		✓	Application Form Interview

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Knowledge and Understanding			
Strong working knowledge of current UK H&S legislation (HASWA, Management Regs, RIDDOR, COSHH, Fire Safety Order)	✓		Application Form Interview
Sound understanding of risk assessment methodologies and control hierarchies	✓		Application Form Interview
Understanding of HSE Management Standards regarding workplace stress	✓		Application Form Interview
Knowledge of educational trip compliance and educational visits software		✓	Application Form Interview
Understanding of Legionella water management schemes of control		✓	Application Form Interview
Skills and Abilities			
Excellent analytical skills with the ability to turn audit data into clear executive reports	✓		Application Form Interview
Strong communication and interpersonal skills, with the ability to influence and advise staff at all levels	✓		Application Form Interview
Pragmatic approach to risk management, balancing compliance with operational delivery	✓		Application Form Interview
Excellent organisational skills and ability to work effectively on a 3-day (22.2 hr) schedule	✓		Application Form Interview
Proficient in Google Workspace / Microsoft 365 environment		✓	Application Form Interview
Well organised and capable of prioritising work	✓		Application Form Interview
Ability to work in a busy environment	✓		Application Form Interview
Ability to stay calm under pressure	✓		Application Form Interview
Good organisational skills with the ability to work systematically and use time effectively	✓		Application Form Interview
Ability to operate and contribute as part of a team	✓		Application Form Interview
Ability to work on own initiative	✓		Application Form Interview
Ability to supervise others		✓	Application Form Interview
Flexible and reliable – ability to work occasionally outside normal operating hours as a lone worker	✓		Application Form Interview
Fit to undertake the physical demands of the role	✓		Application Form and medical assessment

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Personal Qualities			
Rapport with others	✓		Interview
Customer focus - polite manner with staff and students	✓		Application Form Interview
Sensitive to the ethos of the College	✓		Application Form Interview
A strong commitment to safeguarding and promoting the welfare of young people	✓		Application and Interview
Must be able to satisfy requirements for Enhanced DBS checks	✓		Application and Interview