

PERSON SPECIFICATION – Deputy Health & Safety Manager

Criteria	Essential	Desirable
Qualifications	NEBOSH General Certificate	Internal Auditor Certificate
	NEBOSH Diploma in Health and Safety, or working towards	DSE Assessor Certificate
	Corporate membership of IOSH to Tech or certificate level	Qualified first aider
	Evidence of continuing professional development.	
Experience/ Knowledge	Experience working in a Health & Safety advisory or officer role within a medium or large organisation	Experience within the education or public sector
	Good knowledge of Health & Safety legislation and practical application	Experience supporting external audits and inspections
	Experience undertaking risk assessments, inspections and incident investigations	Experience managing health surveillance programmes
	Experience developing guidance, procedures and training materials	Experience of environmental or sustainability management systems
	Experience analysing data and reporting trends	Knowledge of ISO 45001 management systems
Skills/ Competencies	Excellent communication and presentation skills	Experience presenting to senior leadership teams
	Ability to interpret legislation and explain requirements clearly and practically	Experience leading projects
	Strong organisational skills with the ability to manage competing priorities	Budget monitoring experience
	Good report writing and analytical skills	Experience mentoring or supervising staff
	Ability to influence and challenge constructively	
	Ability to investigate incidents and identify root causes	

	Competent IT skills including Microsoft 365, Excel and data reporting tools	
Personal Attributes	Commitment to educational values	
	Resourceful and works to make things happen taking others along with them.	
	A relentless drive to improve performance and deliver outstanding results through new, innovative and more effective ways of working	
	Customer-focused approach	
	A proactive approach to work and problem solving, and the ability to recognise and deal with issues as they occur	
	High level of personal integrity and confidentiality, open and honest with respect and empathy for others.	
	Ability to work effectively autonomously and as a team member	
	Ability to work flexibly to meet ever changing needs including evenings and weekends as and when required	
	Commitment to own learning and development	
	Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery	
	Commitment to understand and promote safeguarding	
	Good record of attendance and punctuality	
	Appropriate professional appearance	

It is recognised that many capable people aspiring to a management role will not have all the experience or skills. You are encouraged to apply if you feel that you can demonstrate the potential to contribute to the College's future success.