

Person Specification

Post Title:	Assistant Health and Safety Coordinator		
Directorate:	Community Risk		
Department:	Health and Safety		
Location:	Leicestershire Fire and Rescue Service Headquarters		
Grade:	C/D	Date	January 2020

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

Requirements: E = Essential D = Desirable	Measures 1 = Application Form 2 = Testing 3 = Interview 4 = Other	E/D	Measure
Skills Knowledge and Experience			
	Knowledge of health and safety legislation and practices sufficient to carry out reviews of Leicestershire Fire and Rescue Service's health and safety policies and procedures	E	1,2
	Ability to use Microsoft Word sufficient to produce basic reports.	E	2
	Ability to produce statistical reports appropriate to a senior management level audience.	E	2,3
	Experience of delivering health and safety training to employees with varying abilities and attitudes.	D	3
	Experience of using Microsoft Excel to an intermediate level sufficient to interrogate spreadsheets, use pivot tables, create graphs and produce graphical reports.	E	1,2
	Ability to create and deliver visual presentations using Microsoft PowerPoint.	D	1

Requirements: E = Essential D = Desirable	Measures 1 = Application Form 3 = Interview 2 = Testing 4 = Other	E/D	Measure
Skills Knowledge and Experience			
	Highly developed verbal communication skills with the ability to communicate ideas and concepts such that they may be easily understood.	E	3
	Ability to devise effective working practices and/or procedures in a methodical way.	E	1,3
	Ability to present health and safety performance updates appropriate to a senior manager level audience.	E	1,3
	Experience of working as part of a team to achieve team and organisational objectives.	E	3
	Analytical skills sufficient to interrogate statistical data and produce graphical reports.	E	1,3
	Ability to use an electronic document management system such as Microsoft SharePoint.	E	1,3
	Good organisational and planning skills sufficient to plan own time and workload to ensure that deadlines and timescales are met.	E	1,3
Qualifications and Training			
	Willing to undertake further training as necessary.	E	3
	NEBOSH National General Certificate or equivalent in Occupational Health and Safety.	E	4
Attitude and Motivation			
	Reliable and flexible to the demands of the role.	E	1,3
	Ability to respect confidentiality at all times.	E	1,3
	Experience and knowledge of the importance of the concept of quality service and customer care.	E	1,3

Requirements: E = Essential D = Desirable	Measures 1 = Application Form 3 = Interview 2 = Testing 4 = Other	E/D	Measure
Equality and Fairness			
	Sound knowledge of and commitment to Equality and Fairness and awareness of the responsibilities of the role in relation to the creation of training and training materials.	E	1,3
Other Requirements			
	Ability to travel to other Leicestershire Fire and Rescue Service sites throughout Leicester, Leicestershire and Rutland.	E	3
	Ability to work outside of usual day time working hours.	E	3
	Must be willing to undertake a Disclosure Scotland basic criminal records check.	E	4

Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.