

## CAMBRIDGESHIRE COUNTY COUNCIL

### PERSON SPECIFICATION

**Job Title:** Technical Support (Health and Safety) Officer  
**Directorate:** People  
**Office:** LGSS  
**Reports to:** Health, Safety & Wellbeing Business Partner  
**Grade:** Admin Job Family 3 (Scale 6 to SO2)

The following criteria are appropriate for this post. You must meet the essential criteria in order to be shortlisted for the post and it would be advantageous if you meet the desirable criteria.

#### **Education, Qualifications & Training**

##### Essential:

- ◆ Bachelor's degree or Graduate calibre; HNC; HND NVQ level 4 or equivalent; including professional qualification.
- ◆ NEBOSH Certificate in Occupational Health and Safety or equivalent level H&S qualification or level 3 H&S NVQ (or willingness to study for).
- ◆ Hold Technical Safety Practitioner membership of IOSH (or ability to gain following period of study).
- ◆ IOSH Managing Safely certificate.

##### Desirable:

#### **Knowledge & Experience**

##### Essential:

- Familiarity and confidence in locating and researching relevant H&S legislation and associated Approved Codes of Practice.
- Experience and confidence in dealing with people at different levels including senior management;
- Demonstrable ability to prioritise workload and to meet deadlines;
- Experience of assisting/cooperating with enforcement agencies e.g. HSE;
- Previous experience of incident investigation, management and follow up;
- Knowledge of the Data Protection Act;
- Knowledge of using IT systems to develop management information.
- Experience of dealing with external suppliers (e.g. consultants and contractors).

##### Desirable:

- Experience of dealing with health and safety issues in a wide range of

work activities;

- Proven experience of contributing to programmes or projects.
- Familiarity with local government structure and services preferably at county/unitary authority level;
- Experience of working in partnership with external suppliers.

### **Skills & Attributes**

- **Flexibility** - Demonstrates a willingness to work flexibly in order to meet customer needs.
- **Analytical skills** - Can quickly and accurately research, analyse and comprehend stored data to identify trends
- **Attention to detail** - Demonstrates careful attention to detail and the ability to check all work for accuracy and quality standards
- **Drive/motivation** - Shows energy and enthusiasm; driven to achieve high personal work standards and to developing and maintaining professional competence.
- **Initiative** - Able to work independently where appropriate.
- **IT skills** - Confident in using IT systems to present and analyse data.
- **Team Worker** - Is willing to work as part of a team and supports others in delivering team success.

### **Desirable:**

- Self-Confidence - Demonstrates self-belief and ability to engage H&S customers / service users in challenging situations.
- Customer focus - Understands customer base and ensures customer satisfaction.
- Communication skills - Can communicate effectively with all levels within the organisation.

### **Behaviours**

#### **Core Behaviours**

- Working together
- Respect for others and public resources
- Excellence
- Integrity

#### **Role Specific:**

- Striving for excellence
- Effective communication - Actively listens and shares
- Partnership working - Builds Relationships
- Negotiating and influencing - Calculates the impact of approach