

# HJALTLAND HOUSING ASSOCIATION LTD

## PERSON SPECIFICATION

Job Title: **Health and Safety Manager**

Attributes	Required	Desirable
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to manage and oversee a project</li> <li>• Ability to develop and implement relevant strategies, policies, systems, procedures and programmes</li> <li>• Professional and effective communication skills across all levels including confrontational situations.</li> <li>• Self-reliant and able to work effectively under pressure</li> <li>• Able to work as a member of a team</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Development and Management of Health and Safety standards, strategies and policies.</li> <li>• Three years' experience in a relevant environment, Housing, Asset Management, Construction.</li> <li>• Experience of computers and Microsoft office applications Excel &amp; Word</li> <li>• Effective management of operational budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of, and ability to, communicate effectively with official bodies and government agencies.</li> <li>• Previous experience in developing and delivering staff training</li> <li>• Experience of Health &amp; Safety Audits</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of inspection programmes, preparing reports and recommending actions.</li> <li>• Understand importance of effective recording and monitoring.</li> </ul>	
<b>Attainment</b>	<ul style="list-style-type: none"> <li>• Possession of a current industry recognised qualification, accredited by IOSH (e.g. NEBOSH diploma, HND/SVQ level 4 in Occupational health and safety Practice or equivalent</li> <li>• Willingness to learn additional computer applications and undertake further training</li> </ul>	

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<b>Other Requirements</b>	<ul style="list-style-type: none"><li>• Mobile and active</li><li>• Highly motivated</li><li>• Able to maintain confidentiality</li><li>• Able to attend out of hours emergencies, when required.</li><li>• Driving licence</li></ul>	<ul style="list-style-type: none"><li>• Sympathetic to aims and objectives of the Association</li></ul>
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