Fusion Housing - Employee Specification

Health, Safety & Environment Compliance Officer

The ideal candidate will be able to demonstrate the following criteria:

| Criteria | Essential | How Assessed |
|-------------|---|-------------------------|
| Experience: | 1. At least 5 years' recent and relevant experience in a similar role. (Housing or Construction) | Application |
| | 2. IOSH Member (preferable Certified Member) – NEBOSH (Diploma or working towards) or OSH NVQ (Level 4 or | Application & Interview |
| | working towards) qualifications | |
| | 3. Proven ability to train others (small groups) | Application & Interview |
| | 4. Provision of advice to managers/supervisors | Application & Interview |
| | 5. Handling of Health, Safety & Environment investigations | Application & Interview |
| | 6. Experience of formulating, implementing and revising Health, Safety & Environment policies and procedures | Application & Interview |
| | 7. Experience of undertaking work-based risk assessments, Health, Safety & Environment inspections and audits. | Application & Interview |
| | 8. Experience of setting up and maintaining efficient administration systems. | Application & Interview |
| | 9. Experience, knowledge and proven competence in Health, Safety & Environment management systems. | Application & Interview |
| Knowledge: | 10. Knowledge of legal requirements affecting social landlords, in particular health and safety compliance and fire | Application & Interview |
| | risk assessments. | |
| | 11. Understanding of issues relating to building maintenance and repair. | Application & Interview |
| | 12. Understanding of issues required to ensure the organisation is fully environmental compliant and moving | Application & Interview |
| | forward in reducing its impact environmentally. | |
| Skills: | 13. Excellent organisational, planning and time management skills. | Application & Interview |
| | 14. Ability to work on own initiative. | Application & Interview |
| | 15. Good verbal, written communication and presentation skills. | Application & Interview |
| | 16. Good team working skills. | Application & Interview |
| | 17. IT skills e.g. use of Microsoft Office Software. | Application & Interview |
| | 18. Ability to be proactive and reactive to service demands and needs. | Application & Interview |
| | 19. Full driving licence with a vehicle available for work. | Application & Interview |
| Attitude: | 20. A willingness to learn and undertake training. | Application & Interview |
| | 21. An understanding and commitment to the implementation and development of equal opportunities practices. | Application & Interview |
| | 22. A flexible approach to work; be able to work on own initiative also as part of a team. | Application & Interview |
| | 23. A non-judgemental approach to working with people. Tact, discretion and respect for confidentiality. | Application & Interview |
| | 24. An enthusiasm for evaluation of work practice. | Application & Interview |
| | 25. An understanding of issues surrounding data protection and confidentiality. | Application & Interview |