**SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION**

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| **Directorate:** Place and Prosperity | **Service:** Housing | **Job Title:** Health and Safety Officer – Duty Holder Asbestos |

**Qualifications, Professional Membership, Technical Skills**

| **ESSENTIAL** | **DESIRABLE** | **HOW ASSESSED** |
| --- | --- | --- |
| NEBOSH certificate or equivalent and /or able to demonstrate equivalent level of knowledge and competency. | Membership of a relevant professional body. | Application Form |
| BOHS P405 – Management of Asbestos in Buildings. | Housing background. | Application Form |
| Current knowledge of health and safety legislation and best practice. | NEBOSH Diploma or an equivalent level 6 diploma, or working towards your NEBOSH Diploma | Application Form |
| Experience of managing fire safety within buildings. |  | Application Form |
| Experience of successfully engaging with and influencing staff and partners in relation to health and safety. |  | Application Form  Interview |
| Experience of developing health and safety/Asbestos policies & procedures. |  | Application Form. |
| Experience of conducting H&S investigations, audits and inspections. |  | Application Form  Interview |
| Experience of managing asbestos within buildings. |  | Application Form  Interview |
| Experience of managing contracts/contractors. |  | Application Form  Interview |
| Strong IT skills and current knowledge of H&S IT systems |  | Application form  Interview |

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| **Competency** | **Level** | **Essential** | **Desirable** | **How Assessed** |
| Achieving Results | 3 | Contributes positively towards service improvement.  Identifies and addresses the causes of underperformance.  Makes changes in systems or processes to improve performance of self and/or team.  Uses feedback and review to improve personal and team performance |  | Application Form  Interview |
| Communication | 3 | Effectively manages group discussions and situations, communicating in a way that is understandable and meaningful to all.  Understands underlying requirements, adapting style of communication to meet the needs of the audience.  Communicates to an appropriate level of detail and precision for their audience. |  | Application Form  Interview |
| Creative Thinking | 2 | Sees patterns, trends and missing pieces  Questions conventional ways of doing things.  Uses new information to offer realistic alternatives.  Actively contributes ideas and creative thinking |  | Application Form  Interview |
| Customer Focus | 3 | Proposes innovative and creative solutions to customer needs.  Drives standards for excellent customer service.  Demonstrates empathy and proactively anticipates the needs of the customer.  Uses knowledge and experience to exceed customer expectations. |  | Application Form  Interview |
| Decision Making and Problem Solving | 3 | Analyses each stage of the process and breaks down problems into smaller parts.  Asks questions to gather information.  Organises information logically and systematically to make decisions and determine priorities.  Explains things in a clear step by step approach. |  |  |
| Making Change Work | 3 | Understands and explains the reason for change.  Recognises that others may have concerns and works with them to overcome these.  Creates a willingness to achieve outcomes.  Proactively supports new ideas and initiatives. |  | Application Form  Interview |
| Managing Resources, Projects and Processes | 3 | Develops approaches and methods to ensure that tasks are completed accurately.  Works to meet short and medium term priorities.  Allocates tasks and delegates effectively, assigning appropriate resources |  | Application Form  Interview |
| Organisational Awareness and Commitment | 2 | Understands the informal structures of the Council, recognising key staff, decision makers and those in positions of influence.  Promotes and enhances the reputation of the Council with customers and external bodies. |  | Application Form  Interview |
| Personal Impact | 2 | Influences outcomes by expressing own view confidently and assertively.  Strives to do any task as well as possible. |  | Application Form  Interview |
| Working Relationships | 2 | Strengthen relationships through building a solid foundation of mutual understanding and trust.  Proactively supports colleagues.  Displays willingness to learn from others, including own team members and peers.  Speaks of team members in positive terms, either to the team member directly or to a third party.  Resolves conflict and does not avoid difficult issues. |  | Application Form  Interview |
| Equal Opportunities and Fairness | 3 | Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment. |  | Application Form  Interview |

**Date Issued: February 2025**

**Prepared by: Head of Housing**