

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

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

ESSENTIAL	DESIRABLE	HOW ASSESSED
		Interview
Experience of managing contracts/contractors.		Application Form Interview
Strong IT skills and current knowledge of H&S IT systems		Application form Interview

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.		Application Form Interview

		Actively contributes ideas and creative thinking		
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,	3	Develops approaches and methods to ensure that tasks are completed accurately.		Application Form Interview

Projects and Processes		Works to meet short and medium term priorities. Allocates tasks and delegates effectively, assigning appropriate resources		
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