PERSON SPECIFICATION

Post Title	Safety Compliance Officer	Band	8	Job Evaluation Reference	JE002

Required Attributes		
1. EDUCATION AND TRAINING	**Essential**	**Desirable**
• **Only asking for qualifications as an essential criteria can be done if it is a fundamental requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an indication of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)** ***equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study**		
NEBOSH General Certificate (or equivalent Level 3 Health & Safety qualification).	X	
Evidence of ongoing CPD in health and safety or compliance.	X	
Training in incident investigation, risk assessment, or safety auditing.	X	
2. KNOWLEDGE AND EXPERIENCE	**Essential**	**Desirable**
• **Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Strong understanding of health and safety legislation, including HASAWA, Management Regs, PUWER, and RIDDOR.	X	
Knowledge of risk assessment principles and hazard identification.	X	
Understanding of incident investigation techniques and corrective-action tracking.	X	
Awareness of safe systems of work and operational safety controls.	X	
Experience conducting safety audits, inspections, and risk assessments.	X	
Experience supporting incident investigations and root-cause analysis.	X	
Experience working in a compliance, safety, or operational support role.	X	
Experience developing or reviewing safety policies, procedures, or safe systems of work.	X	
Experience delivering toolbox talks, inductions, or safety briefings.	X	
Experience within facilities management, waste operations, neighbourhood services, or public-realm environments.		X
3. SKILLS AND ABILITIES	**Essential**	**Desirable**
• **Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training**		
Ability to conduct thorough audits and inspections and produce clear, accurate reports.	X	

Strong communication skills, able to engage confidently with staff at all levels.	X	
Ability to analyse data, identify trends, and recommend improvements.	X	
Ability to deliver training and briefings in an engaging and accessible way.	X	
Strong organisational skills with the ability to manage multiple priorities.	X	
Ability to challenge unsafe behaviours constructively and promote a positive safety culture.	X	
Competent IT skills, including use of compliance systems, spreadsheets, and reporting tools.	X	
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Professional, confident, and approachable.	X	
Proactive and solution-focused, with a commitment to continuous improvement.	X	
Able to work independently and exercise sound judgement.	X	
Strong attention to detail and accuracy.	X	
Resilient and calm under pressure, especially during incidents or emergencies.	X	
Commitment to promoting a positive safety culture.	X	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Full UK driving licence (or ability to travel between sites).	X	
Willingness to work across multiple operational environments including depots, public spaces, and buildings.	X	
Willingness to undertake additional training as required.	X	
Experience working within a local authority or public-sector environment.		X
Ability to work 5 over 7		X

Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours:

• Strengthen – our Communities · Understand – our children's needs · Protect – our vulnerable people · Promote – equality and diversity
• Open and transparent – at all times · Respect – our environment · Treat – each other with kindness

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.