

H&S and Compliance Manager

Person Specification

Qualifications & Experience	Essential	Desirable
<ul style="list-style-type: none"> Professional Health and Safety Qualification IOSH or above 	✓	
<ul style="list-style-type: none"> Evidence of leading on H&S within a large organisation 	✓	
<ul style="list-style-type: none"> Experience in premises/estate management 		✓
<ul style="list-style-type: none"> Experience of working in a School environment 		✓
<ul style="list-style-type: none"> Experience of working in a customer facing sector with proven ability of supporting senior managers and stakeholders 	✓	
<ul style="list-style-type: none"> Knowledge and experience of accident and incident reporting / First aid processes 		✓
<ul style="list-style-type: none"> Knowledge of statutory inspections and compliance responsibilities for educational/public buildings 	✓	
<ul style="list-style-type: none"> Experience in organising and delivering a training programme 		✓
Skills & Knowledge	Essential	Desirable
<ul style="list-style-type: none"> Excellent time management, organisational and administrative skills 	✓	
<ul style="list-style-type: none"> Up to date knowledge of health and safety legislation and asbestos management 	✓	
<ul style="list-style-type: none"> Knowledge of carrying out risk assessments, including fire safety, water management and COSHH 	✓	
<ul style="list-style-type: none"> Excellent communication skills, including high standards of written communication, grammar and spelling 	✓	
<ul style="list-style-type: none"> Excellent IT skills 	✓	
<ul style="list-style-type: none"> Knowledge of basic finance principles 	✓	
<ul style="list-style-type: none"> Ability to produce clear and well-formatted documents 	✓	
<ul style="list-style-type: none"> Ability to work with tact and diplomacy and maintain confidentiality 	✓	
<ul style="list-style-type: none"> Experience of managing an on-line Health & Safety platform 		✓
<ul style="list-style-type: none"> Ability to understand stakeholders varying personal behaviours and motivations and the ability to manage and instigate conflict resolution procedures 	✓	
<ul style="list-style-type: none"> Ability to work under pressure to prioritise and meet deadlines 	✓	
<ul style="list-style-type: none"> Ability to establish strong relationships with all stakeholders including employees, managers, Trust Officers, Headteachers, site teams and external contractors 	✓	

<ul style="list-style-type: none"> Initiative and ability to work without direct supervision, taking responsibility for tasks, prioritising and scheduling your own work 	✓	
<ul style="list-style-type: none"> Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required 	✓	
Personal	Essential	Desirable
<ul style="list-style-type: none"> High expectations of self and others 	✓	
<ul style="list-style-type: none"> The ability to work to tight deadlines and under pressure 	✓	
<ul style="list-style-type: none"> A team player who is willing to go beyond their own responsibilities to help others at busy times 	✓	
<ul style="list-style-type: none"> Ability to communicate effectively with varying personnel 	✓	
<ul style="list-style-type: none"> Ability to ensure confidentiality 	✓	
<ul style="list-style-type: none"> Resilience and determination coupled with the ability to support and show empathy 	✓	
<ul style="list-style-type: none"> Self-motivated and able to take the initiative 	✓	
<ul style="list-style-type: none"> Approachability 	✓	
<ul style="list-style-type: none"> Hold a current full UK driving Licence 	✓	