

SOUTH WALES FIRE AND RESCUE SERVICE

PERSON SPECIFICATION

Department	Health, Safety and Wellbeing
Post	Health and Safety Co-Ordinator
Post No	504444
Grade	12
Location	South Wales Fire & Rescue Service Headquarters
Responsible to	Health, Safety and Wellbeing Manager
Responsible for	Health, Safety and Wellbeing Officers x 2 Health, Safety and Wellbeing Administrator x 1

Essential criteria marked in **bold with an asterisk*** will be used for short-listing purposes. Please ensure you address these requirements in your Application Form (under the '*Experience and Other Information*' section). You should provide clear evidence that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post.

Where a qualification is highlighted as being an 'Essential Criteria', you will be required to provide a copy of your Certificates with your Application Form.

Factor	Evidence	Essential/ Desirable	How Identified
Qualifications	Nebosh National General certificate. *	Essential*	Application*
	Willing to work towards a Health and Safety Diploma.	Desirable	Selection
	Membership of IOSH or equivalent.	Desirable	Application
	ET01 or equivalent training experience.	Desirable	Application
Knowledge/ Experience	Experience of working in a health and safety or risk management role. *	Essential*	Application*/ Selection
	Experience in budget planning and management.	Desirable	Application/ Selection
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc. *	Essential*	Application*
	Experience of managing and coordinating a team to achieve pre-planned targets. *	Essential*	Application*
	An understanding of the Well-being of Future Generations (Wales) Act 2015. *	Essential*	Application*/ Selection

Personal Style	An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others. *	Essential*	Application*/ Selection
	Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented. *	Essential*	Application*/ Selection
	Proactive in supporting change, and the ability to adjust approach to meet changing requirements	Essential	Application/ Selection
Interpersonal	Ability to communicate effectively both orally and in writing to a range of different audiences. *	Essential*	Application*/ Selection
	Ability to work effectively with others. *	Essential*	Application*/ Selection
	Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness. *	Essential*	Application*/ Selection
	Ability to chair meetings as required.	Desirable	Application/ Selection
Task	Ability to adopt a conscientious and proactive approach to work, to achieve and maintain excellent standards. *	Essential*	Application*/ Selection
	Ability to maintain an active awareness of the environment to promote safe and effective working. *	Essential*	Application*/ Selection
	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions. *	Essential*	Application*/ Selection

This role involves frequent travel between sites throughout the South Wales area and throughout the UK. The successful candidate must be able to travel independently.

