

SOUTH WALES FIRE AND RESCUE SERVICE
PERSON SPECIFICATION

DEPARTMENT	Health, Safety and Wellbeing
POST TITLE	Health, Safety and Wellbeing Manager
POST NO	502884
GRADE	16
LOCATION	South Wales Fire and Rescue Service Headquarters

NOTE: 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 **Supporting Information Attachments Section**. You should provide clear evidence/examples that demonstrates you meet each area based on your skills, knowledge, experience and abilities relevant to the post in a personal statement format.

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 Diploma in Occupational Health and Safety or equivalent.	Desirable	Application
	NEBOSH National General Certificate or equivalent.	Essential*	Application*
	Membership of IOSH or equivalent.	Essential	Application
Knowledge/Experience	Experience working in a Health and safety department.	Essential*	Application*
	Experience in budget planning and management.	Essential	Application/Selection

	<p>Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.</p> <p>Experience of preparing a range of Health and Safety statistics and producing reports for Government bodies</p> <p>An understanding of the Well-being of Future Generations (Wales) Act 2015</p>	<p>Essential</p> <p>Essential*</p> <p>Essential</p>	<p>Application</p> <p>Application*</p> <p>Application</p>
Personal Style	<p>An understanding and respect for matters of diversity and the ability to adopt a fair and ethical approach to others.</p> <p>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented.</p> <p>Proactive in supporting change, and the ability to adjust approach to meet changing requirements</p>	<p>Essential</p> <p>Essential*</p> <p>Essential</p>	<p>Application/ Selection</p> <p>Application/ Selection*</p> <p>Application/ Selection</p>
Interpersonal	<p>Ability to communicate effectively both orally and in writing to a range of different audiences.</p> <p>Ability to work effectively with others.</p> <p>Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness.</p> <p>Ability to chair meetings as required.</p>	<p>Essential</p> <p>Essential</p> <p>Essential*</p> <p>Desirable</p>	<p>Application/ Selection</p> <p>Application/ Selection</p> <p>Application/* Selection</p> <p>Application/ Selection</p>
Task	<p>Ability to adopt a conscientious and proactive approach to work, to achieve and maintain excellent standards.</p> <p>Ability to maintain an active awareness of the safety culture to promote a safe and effective working environment.</p>	<p>Essential</p> <p>Essential</p>	<p>Application/ Selection</p> <p>Application/ Selection</p>

	Ability to understand and apply relevant information to make appropriate decisions and create practical solutions	Essential	Application/ Selection
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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.

