

**SOUTH WALES FIRE AND RESCUE SERVICE**  
**PERSON SPECIFICATION**

<b>DEPARTMENT</b>	Health, Safety and Wellbeing Team (Service Delivery)
<b>POST TITLE</b>	Health, Safety and Wellbeing Officer
<b>POST NO</b>	504405
<b>GRADE</b>	Grade 8
<b>LOCATION</b>	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 demonstrate, 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.

<b>Factor</b>	<b>Evidence</b>	<b>Essential/ Desirable</b>	<b>How Identified</b>
<b>Qualifications</b>	<b>IOSH Managing Safely Qualification or equivalent</b>	<b>Essential*</b>	<b>Application*</b>
	NEBOSH General Certificate or equivalent/willing to work towards	Desirable	Application
	Level 3 Award in Education and Training or equivalent teaching qualification/ willing to work towards	Desirable	Application
<b>Knowledge/ Experience</b>	Train the Trainer qualification or willing to work towards.	Desirable	Application
	<b>Experience of working within a Health and Safety role or similar role*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Experience of developing and delivering presentations and/or training sessions	Desirable	Application/ Selection

	Experience of carrying out Health & Safety Site Inspections/Audits and report writing	Desirable	Application/ Selection
	Experience of preparing and producing a range of statistics and reports	Essential	Selection
	Practical knowledge of Microsoft Office Packages e.g. Outlook, Word, Excel etc.	Essential	Selection
	The ability to communicate through the medium of Welsh	Desirable	Application
<b>Personal Style</b>	Proactive in supporting change, and the ability to adjust approach to meet changing requirements.	Essential	Selection
	<b>Ability to work in full compliance with organisational policy and legislative guidance, respecting any sensitive information that is presented*</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Proactive in promoting change and the ability to seek opportunities to promote improved organisational effectiveness.	Essential	Application/ Selection
<b>Interpersonal</b>	<b>Ability to lead, involve and motivate others within South Wales Fire &amp; Rescue Service.</b>	<b>Essential*</b>	<b>Application/ Selection*</b>
	Ability to communicate effectively both orally and in writing to a range of different audiences.	Essential	Selection
	Commitment to and ability to develop self, individuals, teams and others, to improve organisational effectiveness	Essential	Selection

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

