

Recruitment person specification

Post being recruited for: Health, Safety and Wellbeing Coordinator

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category	Essential	Desirable (not every post needs desirable requirements)
Experience	<p>Experience of successfully managing projects or taking a leading role in the delivery of projects.</p> <p>Experience of delivering organisational improvements in physical infrastructure and internal processes.</p> <p>Experience supporting the improvement of Health and Safety and Risk management in an organisation.</p> <p>Experience in developing processes which result in better performance or increased efficiency.</p> <p>Experience using initiative to identify and take action or escalate issues when appropriate.</p>	<p>Experience of supporting frontline staff in the public sector.</p> <p>Experience in contract management.</p> <p>Experience of delivering effective financial management and efficiency.</p>

<p>Knowledge, skills and understanding</p>	<p>Flexibility and reliability in approach to the requirements of the role.</p> <p>Strong written and verbal communication, organisational and problem-solving skills.</p> <p>Ability to organise, plan and prioritise competing workloads to deal with simultaneous pressures and to meet deadlines.</p> <p>Ability to analyse, interpret and report on a wide range of data.</p> <p>Ability to analyse and identify problems or issues and apply high levels of creativity in developing innovative solutions</p> <p>Ability to write reports and undertake analysis and commentary on business performance.</p> <p>Understanding of the Council's legal responsibilities relating to Risk Management, Health & Safety and Fire legislation in Scotland.</p>	
<p>Qualifications and training</p>	<p>The post holder is qualified to degree level (SCQF 9) or has equivalent relevant experience</p>	<p>Health and Safety Qualification i.e. IOSH Managing Safely, NEBOSH etc.</p>
<p>Job specific requirements</p>	<p>The postholder will be required to work at various sites across the operational estate and, on occasion, work outside of standard, contracted working hours.</p> <p>There may be occasions where the postholder will undertake lone working and meet staff or contractors on site to facilitate meetings or access.</p>	