



## **JOB DESCRIPTION**

<b>Job Title:</b>	Health, Safety and Fire Manager
<b>Division/Department:</b>	Compliance, Fire and Health and Safety Department
<b>Responsible to:</b>	Associate Director Estates and Facilities (Compliance, Fire and Health and Safety)
<b>Accountable to:</b>	Associate Director Estates and Facilities (Compliance, Fire and Health and Safety)
<b>Band:</b>	Band 7
<b>Hours:</b>	37.5
<b>Location:</b>	Based at Northwick Park & St Marks Hospital, but covering all sites within the Trust.

In order to meet the needs of the Trust's services you may be required from time to time to work at different locations to your normal place of work.

### **Organisational Values**

All staff employed by the Trust are expected to embody our 'HEART' values throughout their employment. The values describe how we interact with each other and our patients and underpin everything we do and say to achieve our vision:

**H**onesty - open and honest in everything we do

**E**quality – we value all people equally and treat them fairly whilst recognising their individuality

**A**ccountability – we will provide excellent care and ensure the safety and wellbeing of all patients

**R**espect – we treat everybody the way we would like to be treated

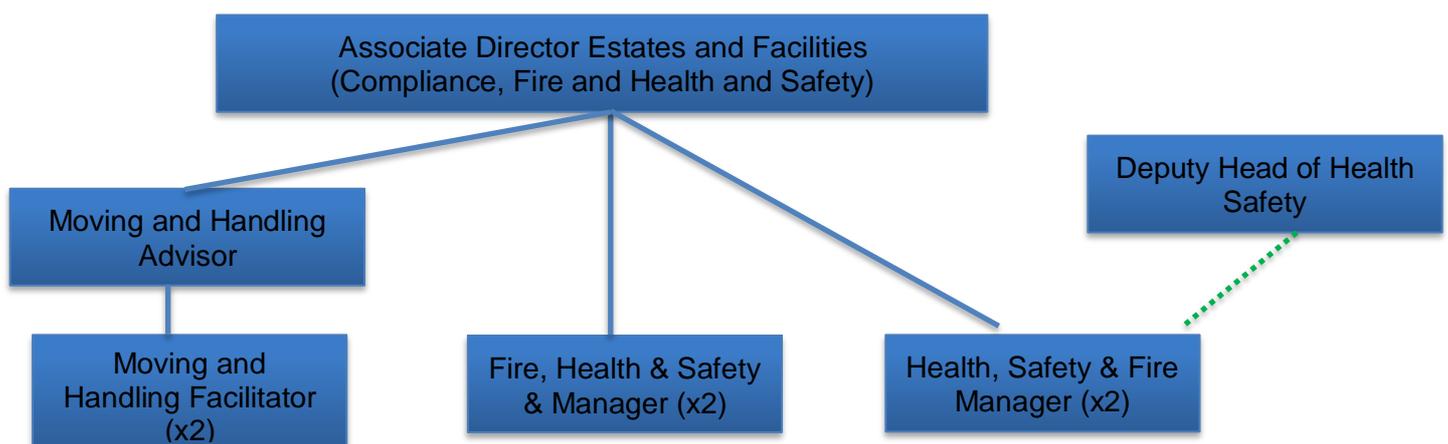
**T**eamwork – we work together to make improvements, delivering consistent, high quality, safe care.

### **JOB SUMMARY**

- As part of a small team, the post holder is responsible for the efficient operation, planning and development of the health, safety and fire services, ensuring that these functions are carried out to nationally agreed and recognised standards for the benefit of patients, visitors and staff.

- The post holder is to be responsible for the day-to-day management of all operational, health, safety and fire matters within the Trust.
- The post holder will provide specialist health and safety advice on a day-to-day basis and fulfil the role of a competent person in accordance with the Health and Safety at Work, etc Act 1974.
- The post holder will provide independent advice to the Trust on the interpretation and application of all relevant health and safety regulations.
- The post holder will have autonomy to work within agreed boundaries and execute actions necessary to manage the service.
- The post holder will lead on the development and implementation of health, safety and fire policies and plans within the Trust. They will have responsibility for supporting their practical implementation throughout the Trust.
- The post holder will work closely with all Directorates Trustwide to ensure effective health, safety and fire within the Trust.
- The post holder will work closely with contractors to ensure that all aspects of health, safety and fire appertaining to the contract are adhered to.
- The post holder will assist the Head of Health, Safety, Fire and Compliance in the implementation of the Trust's Corporate Health and Safety Policy and Health, Safety, Security and Environment Strategy, ensuring the Trust meets its legislative compliance requirements.
- The post holder will provide advice and support to staff dealing with RIDDOR reportable incidents and to initiate and co-ordinate the investigation and follow-up of RIDDOR reportable incidents, providing regular briefings as appropriate and facilitating learning throughout the organisation.
- The post holder will lead within their defined area in the investigation of Datix reports in relation to non-clinical incident reports, including inputting of data, searches and compilation of reports.
- The post holder will develop, maintain and deliver health, safety and fire training throughout the Trust.
- The post holder will provide health, safety and fire reports, statistics and information as required, including through the interrogation of the Trust's Datix system and including requests for Freedom in Information.

## **Structure**



## **KEY RESPONSIBILITIES**

### **Duties and Responsibilities:**

### **Working Relationships & Communication Requirements**

## **KEY RELATIONSHIPS**

The post holder will need to work closely with the following internal stakeholders:

- Care Groups
- Staff Groups
- Trust Management Groups
- Heads of Services/Wards/Departments/etc
- Service Managers and General Managers
- Corporate and Legal Services
- Capital Projects
- Estates Services
- Facility Services
- Property Services
- Clinical Governance Team
- Information Governance
- Clinical Governance Co-ordinators
- PALS and Complaints Team

The post holder may need to work with the following external agencies:

- Health and Safety Executive
- Local Building Control Departments
- Appointed Inspectors under the Building Act
- Central Government including the Department of Health
- Metropolitan Police Service with regard to health and safety incidents involving criminal liabilities.
- Court Service
- Other NHS Trusts
- Unite, RCN, RC, UNISON, GMB, etc.

To promote the Trust's Health, Safety and Fire Department as a centre of excellence.

To update, develop and maintain the health and safety intranet page and associated databases.

To manage stakeholder grievances, and performance issues, presenting complex, sensitive and at times contentious information to large groups of staff members.

To be one of the Trust's lead officers, in liaison with the Corporate Communications Department, communicating health, safety and fire messages, representing the Trust in relation to health and safety matters at meetings, e.g. internally as well as with the wider health economy, emergency services for example the Health and Safety Executive, external meetings, forums and seminars, etc.

To undertake direct liaison with all third-party occupants in regard to the health and safety standards required and to evidence compliance, ensuring the maintenance of a professional attitude in order to establish and maintain good communications with patients, visitors and colleagues.

Promoting examples of good practice, successes and liaising with staff groups and their representatives as necessary to raise the profile of the Health, Safety and Fire Department within the organisation and local community in order to create an environment where patients, visitors and staff feel safe.

Develop and maintain internal and external relations with others responsible for specialist areas of health and safety related activity to ensure the exchange of ideas, information and learning.

To liaise with the Head of Security, Manual Handling Service, Infection Prevention and Control Team, Occupational Health Department etc. as required.

Contribute to the achievement of national standards and schemes maintaining the impetus among clinicians and other staff towards achieving required quality standards.

Implement risk management standards as required.

Liaise with appropriate external agencies e.g. MHRA in reporting of incidences and adverse events, RIDDOR, HSE etc.

## KEY RESULT AREAS

To be responsible for the preparation, undertaking, review, implementation and monitoring of the Trust's;

Health and Safety Strategy/Plans	Health, Safety and Fire Policies
Emergency Procedures	General Health and Safety Manuals
All Health and Safety Related Training Fire Safety Training	Health, Safety & Fire Safety Audits/Surveys/Inspections
General Risk Assessments Specialist Risk Assessments, for example, Display Screen Equipment Risk Assessments CoSHH Risk Assessments New & Expectant Mothers Risk Assessments COVID19 Environmental Risk Assessments Fire Risk Assessments	Health and Safety Datix Incident and Near Miss Reporting RIDDOR Reporting and Risk Assessment Module.

To be responsible for monitoring supply service and maintenance of all health, safety and fire equipment.

To be responsible for advising and ensuring the adequate provision of equipment, training and protocols presenting complex information to large groups of staff members, to ensure that the safety of all persons in the event of an emergency are in place, tested and serviced.

To provide specialist technical expertise and support regarding all health, safety and fire matters Trustwide.

To provide the Head of Health Safety, Fire and Compliance with required reports on the effectiveness of the H&S arrangements and precautions in place and to recommend action plans as necessary.

To provide the services of secretary to Committees and/or Groups relevant to Health, Safety and Fire as directed by the Head of Health, Safety, Fire and Compliance.

To attend Directorate and Trust meetings Trustwide as directed by the Head of Health, Safety, Fire and Compliance.

### **Knowledge, Training and Education**

The post holder will be educated to a standard that enables the post holder to demonstrate and practice appropriate health and safety and fire management competency with highly developed specialist knowledge across the range of health, safety and fire work procedures and practices, underpinned by theoretical knowledge and relevant good practice.

The post holder will require highly developed specialist knowledge across a range of health safety including legislation to degree level or equivalent, post graduate knowledge through training, experience.

The post holder must have specialist knowledge and experience in the application of the Health and Safety at Work etc, Act 1974, extensive knowledge of risk management techniques, awareness of the Regulatory Reform (Fire Safety) Order 2005 and its practical implications and application, knowledge and be familiar with the interpretation of the Building Regulations, broad practical experience and knowledge of undertaking risk assessments, ability to undertake safety audits, working knowledge of: fire safety, health and safety, risk management, and codes of practice, health and safety training presenting complex information to a large group of people.

The post holder will be responsible for development and delivering of Induction and Annual health and Safety Training and assist in Fire Safety Training to all staff in accordance with statutory requirements and the standards of the relevant Hospital Technical Memorandums. It may be necessary to undertake some health and safety & fire lectures/training out of normal associated working hours due to the Trust providing a 24hr service, with some staff working only outside of normal working hours.

The post holder will be a car driver with access to their own vehicle to deliver Health and Safety and Fire Training Trustwide.

The post holder will develop partnerships with external agencies in the provision of awareness type training for Trust staff, to include the London Fire and Emergency Planning Authority and other external agencies.

The post holder will develop, deliver and implement training for staff within the Trust to be local DSE Risk Assessors and Fire Marshals..

### **Analytical & Judgmental Skills**

The postholder will be responsible for making judgments for fire, health and safety involving complex facts and situations, which require the analysis, interpretation and comparison of a range of options.

The post holder will be required to be fully up to date on all current standards, legislation, guidance, best practice pertaining to health, safety and fire in healthcare. This role will require high levels of judgment skills to understand the complex risk management approaches required and impact of the various standards on the organisation.

To make judgments on health, safety and fire issues, taking into account legislation, Health & Safety, condition of plant and equipment; often having to deal with a range of options and conflicting demands.

To undertake risk assessments involving analysis, interpretation and comparison on a range of complex issues to produce a health, safety and fire risk register.

To ensure the effective management of risk through the development, implementation and monitoring of health, safety and fire related policies and procedures which meet legislative and other best practice requirements.

To investigate as directed by the Head of Health, Safety, Fire and Compliance incidents of health and safety and near miss incidents.

To complete RIDDOR reporting in accordance with legislation and Trust Policy in support of the Deputy Head of Health and Safety as directed by the Head of Health, Safety, Fire and Compliance.

To maintain accurate records of all health and safety incidents, investigations and RIDDOR reports.

To review the service provided on a regular basis using customer surveys and other mechanisms to ensure it continues to meet the needs of patients, visitors and staff.

To ensure a rapid investigation and reports for all identified risks in consultation with other specialist advisers where necessary, reporting on and updating Datix on the results of all investigations.

### **Planning & Organisational Skills**

Operational responsibility for health and safety management and practice throughout the Trust, including raising awareness and working with staff and senior managers to reduce the Trust's exposure to all risks, and advising managers to ensure a secure and safe environment for all Trust staff, patients and visitors.

Planning and organizing a number of complex activities and programmes, which require the formulation and adjustment of plans, developing often complex long term plans, strategies and programmes for the Trust, to ensure compliance with current and future health and safety legislation.

To ensure Health and Safety reports are provided for Estates Return Information Collection and NHS PAM.

To ensure that complaint responses are dealt with in a professional and speedy way.

To provide information for Freedom of Information Requests in relation to Health, Safety and Fire in a professional and speedy way.

### **Physical Skills**

The post requires highly developed physical skills where a high degree of precision, speed and high levels of hand, eye and sensory co-ordination are essential. Specialised highly developed skills in handling health and safety equipment, manipulation of tools and equipment and materials with a high degree of precision. Using physical skills to ensure the safety of staff in training environment by being alert and ready to intervene quickly if unforeseen event occurs.

Preparing drawings using drawing measurement. Use of surveying tools and measuring equipment. Drive a vehicle. Standard keyboard skills, enhanced keyboard skills for drawing (CAD.etc).

### **Responsibility for Patient/Client Care**

Responsibility for effective corporate health, safety and fire strategic plans in place to ensure the safety of patients and clients.

Incidental contact with patients.

### **Responsibility for Policy/Service Development**

Responsibility for policy implementation and for policy and service development of a service of more than one area of activity.

Responsible for implementing health, safety and fire policies, proposing changes to policies.

To operationally lead on all health, safety and fire issues and assist and support the Head of Health, Safety, Fire and Compliance to ensure the Director of Estates & Facilities can assure the Board of health and safety compliance standards and how health and safety risks are appropriately being managed.

### **Responsibility for Financial & Physical Resources**

To assist the Head of Health, Safety, Fire and Compliance in income generation in relation to health, safety and fire training, risk assessments, health and Safety advice.

Responsibility for the maintenance of financial priorities for remedial health, safety and fire works, advising on priorities of budget for specialist area.

Responsible for maintenance of physical assets for department/service such as calibration of health and safety tools.

### **Responsibility for Staff Management & Leadership**

To provide health, safety and fire operational management of a complex area largely using strong influencing skills in order to support a change in culture.

Responsible for the teaching, development and delivery of staff health, safety and fire training for the Trust.

To be the named competent person for Health and Safety related matters for the Trust.

To supervise health and safety work load and outcomes.

### **Responsibility for Information Resources**

The postholder will have a regular requirement to use computer software to develop and create statistical reports requiring formulae, query reports and detailed drawings/diagrams (CAD, etc).

The post holder will manage the implementation of health and safety systems to produce robust data and reports on health and safety issues. Use computers to create statistical reports, drawings using publishing tools.

Be responsible for the development, monitoring, recording and reporting of health and safety training attendance, statistics and outcomes against the training plan and training needs analysis, escalating areas of concerns.

Responsible for the production of regular high quality health and safety management reports and KPI's, reporting on the Trusts' performance and health and safety targets in a timely manner.

Responsible to the Head of Health, Safety, Fire and Compliance in assisting and/or the production and distribution of the Trust's Health and Safety Bulletins and supporting in keeping the Health, Safety and Fire Webpage on the Trust's Intranet Pages up to date.

### **Responsibilities for Research and Development**

The postholder will regularly undertake research and development activities for health and safety risk assessments, health and safety audits, and training.

### **Freedom to Act**

The postholder is guided by general health, organisational and legislative policies, but in most situations the postholder will have to establish the way in which these should be interpreted.

The post holder will have an appropriate level of autonomy appropriate with the banding which involves, ability to change processes and procedures and to effect change in relation to health and safety across the Trust and to interpret any guidance and legislation involved in response to Health, Safety and Fire regulations, and as a lead specialist in own field.

The post holder will manage their own workload and staff responsible for subsequent works and is responsible for making decisions in a timely manner to meet Trust objectives and works independently to requirements outlined by line manager.

In situations where a serious risk to the health and/or safety of any person is identified, the Health Safety and Fire Manager is authorised to bring any works or activity, or appropriate part thereof, to an immediate halt until such time as the identified risk/s are reduced to an acceptable level. This authority applies equally to the removal from service, but not the physical interference of any equipment or devices, whose design and/or condition presents a similar serious risk.

The Health, Safety and Fire Manager is authorised to direct that any work area or any part of it, or anything within it, shall be left undisturbed so long as it does not pose a risk to safety (whether generally or in particular respects), for so long as is reasonably necessary for the purpose of any examination or investigation following any incident, complaint or enquiry related to health and safety, to be able to seek additional guidance and support from the Head of Health, Safety, Fire and Compliance.

The Health, Safety and Fire Manager is authorised to take such measurements and photographs and make such recordings as he/she considers necessary for the purpose of any examination or investigation following any incident, complaint or enquiry related to health, safety and fire.

### **Physical Effort Requirements & Working Conditions**

There is frequent requirement to exert physical effort for several long periods during a shift.

The postholder will be required to make multiple site visits, with frequent light and moderate effort for several long periods.

The Postholder will be required to work at heights, carrying health and safety equipment and tools, coming into contact with dust and dirt on site and health and safety training equipment. The postholder will be required to use surveying tools and measuring equipment – this can be daily and regularly involves working at height (ladders, access to ceilings, etc). The postholder

will be required to push and pull trolleys for training equipment for example DSE Equipment, etc.

The Postholder will have frequent exposure to un-pleasant working conditions as part of risk assessment audits and surveys, internal and externally comprehensively for example offices, all clinical areas, roofs, plant rooms, basements, workshops, trolley ways, etc

### **Emotional & Mental Effort Requirements**

There is a frequent requirement for concentration where the work pattern is unpredictable. They will have exposure to distressing or emotional circumstances on occasions (RIDDOR, Datix Analysis, etc). The postholder will require concentration for paperwork, drawings: and will deal and manage operational incidents.

The postholder will be required to manage and respond to stakeholder grievance, performance issues presenting complex, sensitive and at times contentious information.

### **Other Aspects of the Role Health and Safety**

The post holder must co-operate with Management in discharging its responsibilities under the Health and Safety at Work, etc, Act 1974 and take reasonable health and safety of themselves and others and to ensure the agreed safety procedures are carried out to maintain a safe environment for patients, employees and visitors.

The post holder will be required to act as the departmental Health and Safety Champion, and undertake the Trust's required training to fulfil this role.

The post holder will be required to act as the Departmental Fire Marshal.

The post holder will be required to participate in health and safety inspections of their department.

The post holder will be required to act as the departments EFAW officer if required by the departmental first aid needs analysis for their department.

## **ADDITIONAL RESPONSIBILITIES**

### **INFORMATION GOVERNANCE**

In accordance with the Trust's privacy notice for employees, the Trust will hold computer records and personnel files relating to you which contain personal data. The Trust will comply with its obligations under the General Data Protection Regulation and all other data protection legislation. The data the Trust holds will include employment application details, references, bank details, performance appraisals, holiday and sickness records, salary reviews and remuneration details and other records, (which may, where necessary, include special category data and criminal offence data relating to your health, data held for ethnic monitoring purposes, and regarding DBS checks). The Trust requires such personal data for personnel administration and management purposes and to comply with its obligations regarding the keeping of employee records. The privacy notice sets out the Trust's legal basis for processing your personal data. Your rights of access to this data are prescribed by law.

You will familiarise yourself with the Trust's data protection policy which sets out its obligations under the General Data Protection Regulation and all other data protection legislation. You must comply with the Trust's data protection policy at all times and you agree that you will only access the systems, databases or networks to which you have been given authorisation. The Trust will consider a breach of its data protection policy by you to be a disciplinary matter which may lead to disciplinary action up

to and including summary dismissal. You should also be aware that you could be criminally liable if you disclose personal data outside the Trust's policies and procedures. If you have any queries about your responsibilities in respect of data protection you should contact the Trust's Data Protection Officer.

### **INFORMATION SECURITY**

All staff must adhere to the requirements of the Trust's Information Security Policy, which covers the deployment and use of all of the Trust's electronic information systems (i.e. all computers, peripheral equipment, software and data). In serious cases, failure to comply with the Policy may result in disciplinary action and could also result in a criminal offence.

### **HEALTH AND SAFETY AT WORK Act (1974)**

You are required to take reasonable care for your health, safety and welfare and that of other people who may be affected by your actions or omissions. These responsibilities apply at all times whilst you are at work or on duty and apply to all Trust premises and also whilst working in the community or on any other Trust business.

### **EQUAL OPPORTUNITIES AND EQUALITIES LEGISLATION**

It is the policy of London North West University Healthcare NHS Trust that no user of service, present or future employee or job applicant receives less favourable treatment on the grounds of their sex, perceived or actual sexual orientation, marital status, race, religion or belief, age, creed, colour, nationality, national origin, ethnic origin, or disability, or on the grounds of their association with someone in one of these groups; nor is disadvantaged by any conditions or requirements which cannot be shown to be justified.

### **PATIENT & PUBLIC INVOLVEMENT**

Section 11 of the Health & Social Care Act 2001, places a duty on NHS organisations to involve and consult patients, the public and other stakeholders in the planning and ongoing development of services. It is the responsibility of each member of staff, clinical and non-clinical to appropriately involve and consult patients, the public and other stakeholders.

### **RISK MANAGEMENT**

You are required to contribute to the control of risk and use the incident reporting system to alert the Trust of incidents or near misses that may compromise the quality of services.

### **CORPORATE / CLINICAL GOVERNANCE**

It is the duty of every employee to fulfil their individual clinical governance responsibilities and their expected contribution to ensuring that the Trust complies with benchmarked standards for quality of clinical care.

### **INFECTION CONTROL AND HOSPITAL-ACQUIRED INFECTION**

Infection Control is everyone's responsibility. All staff, both clinical and non-clinical, are required to adhere to the Trust's Infection Prevention and Control Policies and make every effort to maintain high standards to infection control at all times thereby reducing the burden of Healthcare Associated Infections including MRSA. In particular all staff have the following key responsibilities:

- Staff must wash their hands or use alcohol hand rub on entry to or exit from all clinical areas and between each patient contact.
- Staff members have a duty to attend infection control training provided for them by the Trust.
- Staff members who develop an infection that may be transmissible to patients have a duty to contact Occupational Health.

### **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS**

We all have a personal and a professional responsibility within the Trust to identify and report abuse. The abuse may be known, suspected, witnessed or be limited to raised concerns. Early

recognition is vital to ensuring the patient is safeguarded and any other people (children and vulnerable adults) who may be at risk. The Trust's procedures must be implemented, working in partnership with the relevant authorities. The sharing of information no matter how small is of prime importance in safeguarding children, young people and vulnerable adults. As an employee of the Trust you have a responsibility to ensure that:

- a) you are familiar with and adhere to the Trusts procedures and guidelines for safeguarding children and vulnerable adults
- b) you attend safeguarding awareness training and undertake any additional training in relation to safeguarding relevant to your role.

### **STAFF COMMITMENT TO PATIENT CARE**

You are expected to ensure that patients' needs, experience and safety come first and to treat patients, carers, visitors, and colleagues with dignity and respect.

### **HEALTH RECORDS**

Clinical staff must keep accurate and clear information which is essential for the proper care of patients. Clinical and non-clinical staff who handle or use, case notes are individually responsible for the confidentiality, tracking, filing and good order of the case note at all times as outlined in the Medical Records Policy and the Information Lifecycle Management Policy. For further information refer to; Department of Health website-*Records Management; NHS Code of Practice- 2006*

### **NHS CONSTITUTION AND CODE OF CONDUCT FOR MANAGERS**

Staff are required to act in accordance with the legal duties and expectations relating to their responsibilities to the public, their patients and colleagues set out in section 3b of the NHS Constitution and pages 98-109 of the Handbook to the NHS Constitution. For Managerial staff, including anyone with supervisory responsibility, the core standards of conduct set out in the NHS Code of Conduct for NHS Managers (2002) or any subsequent amendments.

**This list is only an indication of the main tasks required to be performed. It is not an exhaustive list of duties and responsibilities and may be subject to amendments to take account of changing circumstances.**

**The Trust reserves the right that you may be required to undertake such other duties and/or hours of work as may reasonably be required of you commensurate with your grade at your normal place of work or from another location within the Trust.**

## PERSON SPECIFICATION

**Job Title:** Health, Safety and Fire Manager

**Division/department:** Health, Safety and Fire Department

REQUIREMENT	ESSENTIAL	DESIRABLE
<b>Training &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or able to demonstrate equivalent level of health and safety management competency</li> <li>• Professional qualification in discipline related to health and safety or fire engineering</li> <li>• DSE Risk Assessor training and competency</li> <li>• Fire Risk Assessor Training</li> <li>• Experience of further academic/personal development</li> <li>• Holder of H&amp;S NEBOSH Diploma (or working towards diploma) or equivalent.</li> <li>• Member of professional body i.e IOSH/British Safety Council.</li> <li>• Root Cause Analysis Training</li> </ul>	<ul style="list-style-type: none"> <li>• Member of the National Association of Healthcare Fire Officers</li> <li>• Qualified training instructor</li> <li>• Member of the Institute of Fire Engineers or Institute of Fire Prevention Officers.</li> <li>• NEBOSH or Equivalent Fire Certificate.</li> <li>• HTM Fire Risk Assessors Training.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of Healthcare Health and Safety</li> <li>• Thorough detailed knowledge of Health and Safety legislation and management systems</li> <li>• Experience in the development and delivery of training courses</li> <li>• Experience of undertaking investigations and preparing reports on health and safety incidents.</li> <li>• Experience in undertaking detailed health and safety audits.</li> <li>• Making decisions in a timely manner to meet Trust objectives representing the Trust in negotiating with the HSE and LFB as required.</li> <li>• Experience in the sponsorship of project works to address non-compliance with H &amp; S legislation.</li> <li>• Experience in Datix Incident Reporting &amp; Risk Management Systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Experienced in the use of Risk Management techniques and processes</li> <li>• Evidence of managing resources and procuring items</li> <li>• Experience of minute taking</li> <li>• Extensive fire safety/prevention experience gained in Fire Brigade/Armed Forces/Healthcare and/or Local Fire Authority or comparable industrial organisation</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge and experience in the application of Health and Safety at Work etc Act 1974 and associated regulations, approved codes of practice, guidance and practical implications and application.</li> <li>• Knowledge and experience in the application of Firecode, HTM, the Regulatory Reform (Fire Safety) Order 2005</li> <li>• Practical knowledge and familiar with the interpretation</li> </ul>	

REQUIREMENT	ESSENTIAL	DESIRABLE
	<p>of the Building Regulations.</p> <ul style="list-style-type: none"> <li>Working knowledge of health and safety, health and safety risk management and risk techniques, fire legislation, relevant statues, codes of practice, British Standards and fire safety training.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Effective inter-personal, influencing and communication skills and an ability to deal with staff at all levels</li> <li>Good report writing skills</li> <li>Car Driver with access to own vehicle</li> <li>Good training skills</li> <li>Good standard PC skills (WP's, spreadsheet, Microsoft Teams)</li> <li>Ability to develop and deliver effective training programmes, both written and orally</li> <li>Ability to work as part of a team &amp; independently</li> <li>Able to meet deadlines</li> <li>Able to translate mandatory regulations and advisory guidance into advice that is both sound and practical</li> <li>Ability to assimilate, analyse &amp; present problems, identify necessary actions, make recommendations and ensure action plans have been implemented.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Willingness to undertake appropriate training to enhance skills and professional development, where necessary travelling and staying away</li> <li>Ability to manage and prioritise own workload, self-motivated &amp; enthusiastic with a proactive approach to problem solving</li> <li>Resilient and composed</li> <li>Good time management</li> <li>Accuracy and attention to detail</li> <li>Ability to motivate others and to deliver to sometimes challenging outcomes.</li> <li>Good Team Player</li> <li>Ability to work within a changing environment</li> </ul>	

**Job description and person specification by:**

**Name:**

Michelle Stark

**Designation:**

Associate Director Estates and Facilities (Compliance, Fire and Health & Safety)

**JOB DESCRIPTION AND PERSON SPECIFICATION AGREEMENT**

<b>Job Holder's Signature</b>		<b>Date</b>	
<b>Line Manager's Signature</b>		<b>Date</b>	