****

**Person Specification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Post** | **estates AND HEALTH AND SAFETY MANAGER** |  | **Dept.** | **estates** |
| **Grade** | **ms 2-7** |  | **Ref No** | **75-23** |

|  |  |  |
| --- | --- | --- |
| Education / Training | Criteria Essential (E)  Desirable (D) | Measured By  Interview (I)  Application (AF)  Assessment Ctre (AC)  Presentation (P) |
| NEBOSH Diploma in Health and Safety  Educated to Level 2 or above in maths and English  Evidence of continuous professional development | E  E  E | AF  AF  AF |
| Relevant Experience |  |  |
| Experience of managing and advising on a wide range of Facilities and Health and Safety Issues.  Experience of risk management  Experience of managing Health and Safety Audits  Experience of reviewing and implementing Health and Safety policies and procedures  Experience of producing comprehensive oral and written reports on all aspects of the role as required  Experience of line management  Experience of working with external organisations  Experience of working in Further Education  Arranging and preparing documents for health & safety meetings, annual reports.  Preparing and Managing SMART Targets, Self-Assessment Reports  Experience of managing multiple sites including soft facilities, maintenance, health and safety at all Bolton College sites including external community learning centres.  Experience of working with external agencies and contractors to maintain a safe clean working environment.  Experience of ensuring all Health and Safety compliance works are completed. | E  E  E  E  E  E  E  D  D  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF / I  AF/I  AF/I  AF/I  AF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Knowledge of Health and Safety legislation  Ability to communicate effectively (oral, written and presentational)  Ability to manage the employee interface  Able to engage and positively influence others  Highly organised with a methodical approach  Influencing and negotiation skills  Strong analytical and problem-solving skills  Digital literacy skills  Excellent organisation and attention to detail skills  Excellent inter-personal skills with ability to develop positive working relationships at all levels (internally and externally to the College) and to translate ideas into actions | E  E  E  E  E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I/P  AF/I  AF / I  AF / I  AF / I  AF / I  AF / I |
| Special Requirements | Criteria | Measured By |
| The successful post holder would be expected to have a flexible approach to their work, to work evenings and weekends as and when required.  The successful applicant will need to have an enhanced DBS check to work in the College environment.  The post holder would be required to demonstrate an ability to discretion and maintaining confidentiality  Must be willing to undertake appropriate training and development in order to meet the requirements of the college.  Awareness of health and safety requirements.  Commitment to the principles of valuing diversity and equal opportunities. | E  E  E  E  E  E | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |