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**Person Specification**

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| **Post**  | **estates AND HEALTH AND SAFETY MANAGER** |  | **Dept.** | **estates** |
| **Grade** | **ms 2-7** |  | **Ref No** | **122-23** |

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| Education / Training | Criteria Essential (E)Desirable (D) | Measured ByInterview (I)Application (AF)Assessment Ctre (AC)Presentation (P) |
| NEBOSH Diploma in Health and SafetyEducated to Level 2 or above in maths and English Evidence of continuous professional development | EEE | AFAFAF |
| Relevant Experience |  |  |
| Experience of managing and advising on a wide range of Facilities and Health and Safety Issues.Experience of risk managementExperience of managing Health and Safety AuditsExperience of reviewing and implementing Health and Safety policies and proceduresExperience of producing comprehensive oral and written reports on all aspects of the role as requiredExperience of line managementExperience of working with external organisationsExperience of working in Further EducationArranging and preparing documents for health & safety meetings, annual reports.Preparing and Managing SMART Targets, Self-Assessment ReportsExperience 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. | EEEEEEEDDEEEE | AF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF / IAF/IAF/IAF/IAF/I |
| Relevant Knowledge/ Skills & Aptitudes |  |  |
| Knowledge of Health and Safety legislationAbility to communicate effectively (oral, written and presentational)Ability to manage the employee interfaceAble to engage and positively influence othersHighly organised with a methodical approachInfluencing and negotiation skillsStrong analytical and problem-solving skillsDigital 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 | EEEEEEEEEE | AF / IAF / IAF / IAF / I/PAF/IAF / IAF / IAF / IAF / IAF / 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 confidentialityMust 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. | EEEEEE | AF / IAF / IAF / IAF / IAF / IAF / I |