

## PERSON SPECIFICATION

### Estates, Health & Safety Administrator

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Education & Qualifications	Essential	Desirable	How Identified
Good Standard of Education	✓		Application/ Interview
Certificate in health & safety (IOSH, NEBOSH or similar) or related work experience		✓	
Demonstrate a willingness to attend appropriate training and development	✓		
Personal Attributes	Essential	Desirable	How Identified
Are highly <b>ambitious</b> for self and organisational growth	✓		Application Interview Task
Are <b>brave</b> in leadership decision making, being innovative and forging new paths	✓		
Are <b>curious</b> to identify solutions based on rigorous evidence and research	✓		
Are <b>determined</b> to overcome obstacles and resilient in the face of challenge	✓		
Are <b>fast</b> and nimble to address emerging needs and underperformance	✓		
Are <b>good</b> , moral, truthful and treat others with respect	✓		
Are open minded to bringing about <b>extraordinary</b> change which may challenge the norm	✓		
Knowledge & Experience	Essential	Desirable	How Identified
Experience in a similar role managing small works estates projects		✓	Application Interview Task
Good technical knowledge of Health & Safety and statutory compliance	✓		
Audit and risk assessments experience		✓	
Familiar with CDM requirements		✓	
Familiar with estates/compliance management information systems (e.g. Every, iAM etc)		✓	
Experience of developing policy and procedures		✓	

Experience of working with internal and external stakeholders	✓		
Experience of report writing and data analysis		✓	
<b>Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Effective written and verbal communication skills	✓		Application Interview Task
Strong MS Excel skills including formatting, formulas, sorting & filtering data	✓		
Ability to manage projects from inception to completion.	✓		
Able to priorities and organise the demands of a busy workload	✓		
Able to take work with limited information to find a workable solution	✓		
Methodical with a high attention to detail approach	✓		
Ability to work on own initiative	✓		
Works well as part of a team with the ability to motivate others to maintain high standards	✓		
<b>Equal Opportunities</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	✓		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	✓		
<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Identified</b>
Committed to the protection and safeguarding of children and young people	✓		Application Interview Task
Demonstrates up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	