

Person Specification

Post Title: Health and Safety Adviser		Grade 6	Department Enabling Services	
Criteria relevant to the job	Essential Requirements necessary for safe and effective performance in the job	Method of Assessment	Desirable Where available, elements that contribute to improved/immediate performance in the job	Method of Assessment
Qualifications and Training	Educate to Degree standard Diploma level health and safety qualification Evidence of ongoing professional development		IOSH Membership	
Experience	Minimum 5 years' experience of health and safety Extensive experience of working in an advisory role Accident and incident investigation and reporting Risk management Report-writing and document generation		Experience of working in a hospice or other healthcare setting Experience of using root cause analysis techniques	

Skills and Knowledge	Extensive and in-depth knowledge of Health and Safety legislation Good communication and influencing skills Strong analytical and problem-solving skills Ability to work collaboratively Able to work with a high degree of autonomy IT literate with Microsoft packages		Knowledge and understanding of Care Quality Commission key lines of enquiry, especially in relation to safe and well-kept care Infection control	
Personal Attributes	Able to evidence behaviour consistent with the Hospice values. Able to challenge both staff and volunteers when policies or procedures are not being adhered to			
Special Requirements	Ability to travel to external sites (retail outlets)			

Issue Date: **Employee signature:**

Line Manager Signature: