

## PERSON SPECIFICATION

### Health & Safety Manager



	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Health and Safety qualification equivalent to NEBOSH General Certificate of higher.</li><li>• Member of chartered body such as IOSH.</li></ul>	<ul style="list-style-type: none"><li>• UK Driving Licence</li><li>• Asbestos awareness.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Extensive knowledge of safety legislation, policies, and practices.</li><li>• Delivering advice on safety in a broad range of areas.</li><li>• Experience in fire safety reviews, advice and prevention.</li><li>• Demonstrable interest in developing and implementing best practice standards, processes and procedures.</li><li>• Able to effectively deliver training and presentations to diverse groups.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a museum or cultural organisation or venue.</li></ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"><li>• High attention to detail</li><li>• Well organised, ability to work under pressure and to deadlines</li><li>• Practical, hands on approach to H&amp;S Management</li><li>• Strong verbal communicator,</li><li>• Numerical and report writing skills</li><li>• The ability to prioritise workloads</li><li>• Competent IT skills - Able to confidently use Office365</li><li>• Willingness to build rapport and develop relationships with all staff</li></ul>	

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	<ul style="list-style-type: none"><li>• Team player, confident, organised and reliable</li><li>• Integrity</li><li>• Professional approach</li><li>• Proactive, self-disciplined, motivated and ability to work to tight deadlines</li><li>• Ability to handle complex issues</li></ul>	

**CHATHAM HISTORIC DOCKYARD TRUST IS AN EQUAL OPPORTUNITIES EMPLOYER**