**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

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| **Job Title:** | **Health & Safety Advisor**  Biosafety and Dangerous Goods Safety Adviser | **Job ref no:** | HR-0310-24A |
| **Grade:** | 6 | **Department:** | Human Resources  Professional Services Department |
| **Accountable to:** | Corporate Health and Safety Manager | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Corporate Health and Safety Manager | **Date PS created/ reviewed:** | 10th September 2024 |

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| **Evidence** | | |
| **Competency** | **Essential** | **Desirable** |
| **Communication** | Excellent level of spoken and written English, and good report writing skills.  Excellent interpersonal skills with a proven track record to communicate effectively with a diverse range of people including senior management, employees and students.  Experience in the development and writing of policy and guidance documents and risk assessments.  Experience of using a variety of standard software packages including Microsoft Word, Excel and Outlook as necessary.  Experience in the development and delivery of training in Biosafety and other safety related topics. | Experience working in a collaborative manner within Higher Education safety committees.  Experience of working with specialist H&S software (e.g. OSHENS, Evotix, Safety Culture (previously iAuditor) etc.) |
| **Service Delivery** | Experience in the provision of advice in specialist areas e.g. biosafety, shipment and transportation of dangerous goods, biological risk assessment, waste management and disinfection procedures.  Experience in offering advice for other general health and safety topics – including DSE, Welfare, Manual Handling, Working at Height etc.  Collaborate with ‘Organisation Effectiveness’ Team to promote a safe, supportive, and enriching environment for staff and students. | Experience in the investigation of complex incidents or accidents.  Experience in carrying out inspections and audits. |
| **Knowledge and experience** | Degree in Biological Science or equivalent.  NEBOSH National General Certificate in Occupational Health & Safety  Experience working with infectious substances in a laboratory environment (e.g. SAPO; GMSC; ACDP HG).  Experience working in a safety role in a Higher Education environment.  Up to date knowledge of safety legislation. | Post graduate degree in Biological Sciences or equivalent.  NEBOSH Diploma in Occupational Health and Safety or equivalent.  Biosafety qualification that permits the holder to act as a Biosafety Practitioner e.g. ISTR Biosafety Practitioner Level 1  Certification in shipment of infectious substances by air (IATA).  Vocational qualification as a Dangerous Goods Safety Adviser. |
| **Liaison and networking** | Membership of ISTR or equivalent (EBSA, USHA etc.)  Experience in liaison with external regulatory bodies and licensees (e.g. HSE, EA, DfT, NaCTSO).  Experience in the application for consent, licence applications, GM notifications to regulatory. | Track record of maintaining Continuing Professional Development.  Chartered membership of IOSH or equivalent |