Classification: NULBC **UNCLASSIFIED**

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: RWS Health and Safety Technical Assistant **Grade:** 7/8

Post Ref: A1022 / A941 **Date:** September 2026

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience in RWS operations and wide use and expertise in plant and equipment Relevant experience in a health and safety advisory or enforcement. Experience of delivering training courses Experience in reviewing Health & Safety policies and procedures	Application form/interview	Experience of monitoring or enforcing Health & Safety law in worksites and activities for the purposes of work-related Health & Safety regulations and legislation Experience in improving work related Health & Safety through promotional activities Experience in investigating work related accidents, incidents, ill health reports and complaints
(2) Formal Academic Qualifications	Minimum 5 GCSEs at grade A-C including English and Maths or equivalent or demonstrable experience in literacy and numeracy	Application form/production of certificates	Registered Safety Practitioner

(3) Vocational Qualifications and Training	Ability and commitment to gain NEBOSH general certificate in Occupational Health and Safety (NGC) Ability to gain Technical Member of IOSH	Application form/production of certificates	Trainer's qualification First Aid at Work Certificate NEBOSH National General Certificate in Occupational Health and Safety (NGC)

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(4) Specialist Knowledge	Knowledge of relevant Health and Safety legislation, regulations and codes of practice, to enable identification of potential risks and implementation of appropriate control measures Working knowledge of Microsoft applications, sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email Information Technology knowledge and experience to act as administrator, to monitor RWSs the Training and qualification software and act on identified requirements.	Application form/interview/test Application form/interview Application form/interview	Knowledge of local authority/personnel/building/civil engineering practices
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. Post-holder must be able to effectively travel between sites of operation.	Application form/interview Application form/interview	

	Able to work outside normal office hours on occasions	Application form/interview	

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Application form/interview
	2.	Accepts constructive feedback and makes adjustments accordingly.	
Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Application form/interview
	4.	Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	
Communication	5.	Communicates information clearly, accurately, positively and in a timely manner.	Application form/interview
	6.	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	
	7.	Demonstrates required skill in all forms of written oral and technological communication.	
	8.	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	
	9.	Explains reasons for the actions and seeks others opinions.	

	10.	Shows an awareness of how their actions affect others.	
	11.	Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.	
Focusing on our citizens	12.	Anticipate communities' likely future needs and put plans in place to address them.	Application form/interview
	13.	Consult with citizens/councillors/ Stake-holders and gather feedback and new ideas to continually improve the service.	
Leadership	14.	Has the ability to inspire individuals to give their best to achieve a desired result.	Application form/interview
	15.	Promotes a trusting and empathetic environment and equality of opportunity.	
	16.	Praises a job well done.	
	17.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	
	18.	Makes decisions confidently and quickly when necessary.	
	19.	Involves staff and others in decisions that affect them and invites people to ask questions about decisions.	
	20.	Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	

Strategic Thinking	21. 22. 23.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority. Considers the implications of plans or proposals on the rest of the council to include partners, stake-holders citizens or councillors.	Application form/interview
Managing Change	24. 25. 26. 27.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Is prepared to challenge where others are not seeing the wider implications. Anticipate how people will feel about change and take action to help them through. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Application form/interview
Performance Management	28. 29.	Gathers and gives feedback regularly and constructively on an individual and organisational basis. Evaluate mistakes and learn from them. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do	Application form/interview

		the same.	
Living the values	30. 31. 32. 33. 34.	Demonstrates and champions equalities in the treatment of others and in the delivery of services. Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others. Is prepared to admit to having made a mistake.	Application form/interview
Health and Safety	35. 36. 37.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations. Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are	Application form/interview

		adequately assigned, accepted and fulfilled at all levels of the organisation and understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.	