

## PERSON SPECIFICATION

Details on the qualifications, experience, skills, knowledge and abilities that are needed to fulfil this role are set out below.

**Job Title:** Compliance Monitor

**Department:** Health and Safety

|   | Essential | Desirable | Tested by<br>(Application form, Interview, Test) |
|---|-----------|-----------|--|
| <b>Qualifications and Training</b>  |           |           |  |
| GCSEs or equivalent - incl. Maths and English<br>Level 3 or higher health and safety or fire safety qualification                                   | X         | X         | Application Form                                 |
| <b>Specific Skills, Experience and Knowledge</b>  |           |           |  |
| Ability to use various software packages to collate, organise, and report data  | X         |           | Application Form                                 |
| Ability to produce clear and concise reports  | X         |           | Application Form                                 |
| Ability to complete basic maintenance tasks using hand tools  | X         |           | Interview / Application Form                     |
| Experience in completing auditing, compliance checks, or inspections  |           | X         | Interview / Application Form                     |
| Experience in a compliance or fire safety role, especially involving fire alarms or emergency lighting  |           | X         | Interview / Application Form                     |
| Able to communicate effectively in person and in writing  | X         |           | Interview  |
| <b>Personal and Interpersonal Qualities</b>   |           |           |  |
| Able to building and maintain professional relationships with a range of people   | X         |           | Interview / Application Form                     |
| Able to work independently as well as in a team   | X         |           | Interview / Application Form                     |
| Able to plan and prioritise work  | X         |           | Interview / Application Form                     |
| High level of integrity and professionalism   | X         |           | Interview / Application Form                     |
| <b>Capacity for Career Development</b>  |           |           |  |
| Interest in completing additional health and safety or compliance related training  |           | X         | Interview  |
| <b>Circumstances</b>  |           |           |  |
| The role involves working outside, manual handling, and a requirement to be physically fit enough to climb multiple staircases multiple times a day | X         |           | Interview  |