

JOB DESCRIPTION

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| Job Title: | Health and Safety Trainer |
| Department: | Consultants |
| Location: | Based from home – Nationwide travel to deliver training at client sites predominantly in the Bedfordshire, London areas |
| Responsible to: | Consultant Manager – Kevin Harvey |
| Authorities / Accountabilities: | None |
| Hours | Working hours are flexible to meet various business demands and customer requirements. |
| Job Summary: | To provide training to company Clients as required in line with current company standards and objectives. |
| Key Responsibilities: | <p>To train people in as many aspects of safety as you are competent to do;</p> <p>Commitment to continuous personal development;</p> <p>To write, develop and review high quality training courses using a range of teaching methods;</p> <p>Keep training presentations up to date in line with THSP standards, new industry statistics, legislation, and regulations</p> <p>To deliver training to meet course objectives using a range of teaching methods including on-line delivery.</p> <p>Evaluate success and impact of training given;</p> <p>To seek opportunities to promote other training courses or other THSP services;</p> <p>To attend quarterly consultants' meetings for training purposes. These are held two Friday's in the year and two Saturday's;</p> <p>To complete internal reports and documentation and return to the Company's offices within specified timescales;</p> <p>Any other reasonable duties requested by their Line Manager or a Director.</p> |



PERSON SPECIFICATION

Knowledge, Experience and Skills

A proven strong background in Construction Training at **ALL** levels.
Competent in the use of Microsoft office including but not limited to PowerPoint

Ability to train

Essential: CITB Site Safety Plus – SMSTS, SSSTS and HSA

Desirable: IOSH Safety for Executives and Directors (SED)

Asbestos Awareness / Abrasive Wheels / Harnesses / Working at Height / Fire Marshal / CAT and Genny / Temporary Works Awareness
NEBOSH General and Construction

Qualifications required

NEBOSH National Certificate in Construction Safety and Health
AET / PTTLs / Teaching Certificate or Equivalent

Qualifications Desired

NEBOSH Diploma Level 6, NVQ 5/6 in Occupational Safety, degree or equivalent
NEBOSH National General Certificate in Occupational Health and Safety
NEBOSH Fire Safety Management or equivalent

Professional Memberships

No specific memberships are required to deliver the Site Safety Plus courses.
Chartered Membership of IOSH required to deliver SED – not essential for the role and we are happy to accept GRAD IOSH candidates working towards CMIOSH.

Competencies and Behaviours: Communication, Working Together, Time and Resource Management, Customer Focussed, Problem Solving, Change and Continuous Improvement, Leading and Developing Self

Communication

- Communicate clearly, consistently and positively.
- Adapt their communication style to maximise understanding and build credibility with candidates at all levels;
- Convey complex or sensitive information in a simple manner to inform, advise or guide others;

Working Together

- Involve others in helping to get the best solutions for our customers providing opportunities to upsell the Company's complete range of services;
- Build and maintain trust and confidence with both customers and colleagues;
- Work together with colleagues creating a sense of team spirit and a "One-Team" approach;
- Consistently identifies with whom to share relevant information;



Time and Resource Management

- Follow policies, procedures and written instructions accurately;
- Make the best use of time by proactively seeking work and supporting others;
- Ensure equipment and materials are kept secure and well maintained;

Customer Focussed

- Anticipate and identify the needs of our customers and provide/recommend solutions most appropriate to those needs, working with others where necessary;
- Take ownership of problems, resolve issues and escalate where appropriate, ensuring customer expectations are met or exceeded wherever possible;
- Show resilience when dealing with difficult and sensitive circumstances, information and/or customers;

Problem Solving, Change and Continuous Improvement

- Plan and prioritise workloads effectively building flexibility into plans and be quick to respond to changes and problems;
- Understand the reasons for change and the benefits it brings;
- Support a culture of flexibility and responsiveness, responding swiftly to changing priorities and adapting well to changes and new ways of working, talking positively to others about change;
- Challenge ineffective working practices and identify ideas to improve service delivery;
- Capture and process information accurately, checking own work to reduce errors and omissions;
- Encourage and support others to find their own solutions;

Leading

- Inspire others with their passion and enthusiasm for health and safety training and management;
- Share knowledge with those they work with and act as a mentor in areas of technical specialism

Developing Self

- Actively keeps up to date with changes and good practice;
- Identifies own skills, knowledge and behaviour gaps to inform own development;
- Seek and constructively apply feedback, both positive and negative, to improve performance;
- Commit to continuous personal development;

Requirements to be able to deliver Site Safety Plus

Trainer requirements

To deliver any of the Site Safety Plus suite of courses, trainers must hold at least one of the following qualifications:

- NEBOSH National Certificate in Construction Safety and Health
- NVQ/SVQ Level 5 in Occupational Safety and Health
- Health and Safety degree
- NEBOSH Diploma in Occupational Safety and Health Part 2, NEBOSH Units A, B, C and D
- Diploma Safety Management Level 6.

The SMSTS certificate will; be accepted for ABC, HAS, SSSTS, SMSTS(R) and SSSTS(R) .

As well as one of the above qualifications where applicable, trainers must also hold the following:

- A formal training qualification, equivalent to a Level 3 Award in education and training (AET) or CITB recognised exemption. (See Appendix 3 of this document.)
- For new trainers, a current certificate at or above the level of course the trainer is delivering must have been achieved. (See paragraph 25 for lapsed approvals and certification.)
- For renewing trainers, demonstrable CPD records in lieu of a current course certificate.
- Trainers whose certification has expired and who do not hold a current approval will be required to attend and achieve the course(s) at or above the level they wish to deliver, prior to gaining approval as well as obeying all prevailing scheme rules.

Occupational competence and experience

Trainers for the Site Safety Plus suite of courses must be able to demonstrate a **minimum of three years occupational experience in a construction management** role, through a verifiable CV. This means the CV must demonstrate the level of responsibility held by the applicant within a management role commensurate with the course(s) they wish to deliver. For the avoidance of doubt experience must demonstrate accountability for site health and safety or site management / supervision. (Health and Safety Advisors and/or consultants do not meet this requirement).

Essential

- Verifiable construction management career history, references and endorsements.
- Training qualifications or a CITB recognised exemption.
- A health and safety qualification (as listed in paragraph 23).

Desirable

- A current recognised construction scheme card.
- Construction-related qualifications (NVQ, craft and advanced craft, HNC, HND, etc.).

There may be additional trainer requirements for specialist courses. These requirements are detailed within the Site Safety Plus Scheme Rule appendices.