

Personnel Specification

JOB TITLE: CONSULTANT

| | Essential | Desirable |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Qualifications / Attainments | <p>NEBOSH General Certificate (or equivalent).</p> <p>ISO9001 Lead Auditor</p> <p>ISO14001 Lead Auditor</p> <p>OHSAS18001 Lead Auditor</p> | <p>NVQ Level 4 in Occupational Health and Safety (or equivalent)</p> <p>Associate level membership to IEMA</p> |
| Relevant Experience | <p>Experience of auditing Management Systems (including integrated systems incorporating ISO9001, ISO14001 and OHSAS18001)</p> <p>Practical experience of managing, implementing and auditing systems from a variety of different industry sectors.</p> <p>Must be competent in using word processing and e-mail packages on computers.</p> | <p>Project management experience.</p> <p>The idea candidate is likely to have worked in compliance consultancy or the certification industry.</p> <p>Ability to work effectively with Microsoft Word, Excel, PowerPoint and Outlook software packages.</p> <p>Experience of using a laptop to gain remote access servers.</p> |
| Special Aptitudes | <p>Must have excellent interpersonal and communication skills.</p> | |
| General Intelligence | <p>High (with the ability to think on one's feet).</p> | |
| Physical Requirements | <p>Needs to be able to work with clients where the terrain may vary (e.g. on construction sites).</p> | |
| Disposition | <p>Friendly and approachable.</p> | |
| Circumstances and Interests | <p>Needs to have own transport and be able to drive to different locations.</p> <p>Must be prepared to stay away overnight where appropriate.</p> | |

Prepared by: Jodie Read

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