

Personnel Specification

JOB TITLE: Tutor

	Essential	Desirable
Qualifications / Attainments	<ul style="list-style-type: none"> • NEBOSH General Certificate (or equivalent). • Qualification relevant to the specific courses being delivered. 	<ul style="list-style-type: none"> • Formal training qualification • NVQ Level 4 in Occupational Health and Safety (or equivalent) • Associate level membership to IEMA • ISO9001 Lead Auditor • ISO14001 Lead Auditor • OHSAS18001 Lead Auditor
Relevant Experience	<ul style="list-style-type: none"> • Experience of delivering quality, health, safety, environmental, food or first aid training courses to people from different industry backgrounds. • Experience of auditing Management Systems (including integrated systems incorporating ISO9001, ISO14001 and OHSAS18001) • Practical experience of managing, implementing and auditing systems from a variety of different industry sectors. 	<ul style="list-style-type: none"> • Competent in using word processing and e-mail packages on computers. • Ability to work effectively with Microsoft Word, Excel, PowerPoint and Outlook software packages. • Experience of using a laptop to gain remote access servers.
Special Aptitudes	<ul style="list-style-type: none"> • Must have excellent interpersonal and communication skills. 	
General Intelligence	<ul style="list-style-type: none"> • High (with the ability to think on one's feet). 	
Physical Requirements	<ul style="list-style-type: none"> • Needs to be able to work with clients where the terrain may vary (e.g. on construction sites). 	
Disposition	<ul style="list-style-type: none"> • Friendly and approachable. 	
Circumstances and Interests	<ul style="list-style-type: none"> • Needs to have own transport and be able to drive to different locations. • Must be prepared to stay away overnight where appropriate. 	

Prepared by: Jodie Read

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