

PERSON SPECIFICATION

Job Title: Sustainability, Risk & Compliance Officer

The qualifications and/or experience needed to do the job must be clearly stated. If possible, relate experience to an equivalent level of qualification. Knowledge, behaviours and skills should reflect those which are required to meet the responsibilities as stated in the Job Description.

	Essential	Desirable	Measured By
Qualifications	<ul style="list-style-type: none"> Educated to A Level plus specialist knowledge through courses or experience of compliance and risk processes and systems Evidence of Continuous Professional Development 	<ul style="list-style-type: none"> NEEBOSH / IOSH / IIRSM qualified 	A/I
Experience	<ul style="list-style-type: none"> Experience of risk and audit processes including 4Risk and 4Action Experience of working within the NHS Experience of sustainability agenda Experience of dealing with NHS legal advisors Experience of successful relationships with a wide range of stakeholders Experience of coordinating projects in a complex environment 	<ul style="list-style-type: none"> Working within the Acute Sector within the NHS 	A/I
Knowledge	<ul style="list-style-type: none"> Understanding of risk and compliance system and corporate governance processes A good understanding of the Board Assurance Framework A good understanding of compliance issues across Estates eg H&S, PAM, ERIC 		A/I
Skills	<ul style="list-style-type: none"> Ability to manage often unpredictable work pattern Advanced keyboard skills Ability to work under pressure, meet deadlines and satisfy organisational and national priorities. Ability to prioritise own workload and use initiative to progress projects and overcome 		A/I

	challenges. <ul style="list-style-type: none">• Attention to detail.		
Behaviours	<ul style="list-style-type: none">• At all times demonstrate the Trust values and behaviours		A/I