

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Environmental Health Officer

Grade: 9

Post Ref: DD24

Date: February 2024

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Experience in Environmental Health professional duties. Detailed current knowledge of Environmental Health services and legislation.	Application form/Interview	Experience in identifying, initiating and undertaking regulatory action.
(2) Formal Academic Qualifications	BSc/MSc Environmental Health (or equivalent) where applicants hold EHRB registration , or, a CIEH accredited level 6 qualification in environmental for applicants who hold chartered EHP status (where the conversion route has not been followed) 2 A levels or equivalent 5 GCSEs at grade A-C (or equivalent) including English and Maths.	Application Form/ Certificates	A relevant post graduate qualification. (Certificate in Environmental Noise Control, IOA Diploma in Acoustics and Noise Control, NEBOSH Diploma etc)

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(3) Vocational Qualifications and Training	<p>Ability to travel around the Borough for work purposes.</p> <p>To be registered with EHRB or be a suitably registered environmental health practitioner (registered with the CIEH).</p> <p>To have or be prepared to undertake additional training including post graduate qualifications.</p>	<p>Application form / Production of Licence/Certificates</p>	<p>Membership of the Chartered Institute of Environmental Health, Institute of Acoustics, IOSH or similar professional bodies.</p>
(4) Specialist Knowledge	<p>Evidence of continuing professional training and development.</p> <p>Knowledge of Environmental Health statutory and legal responsibilities.</p> <p>Ability to investigate and collect appropriate evidence for enforcement matters and use the Police and Criminal Evidence Act.</p> <p>Preparation and collation of evidence files for legal proceedings.</p> <p>Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.</p>	<p>Interview/Application Form</p>	<p>Experience of a full range of Environmental Health work.</p>
(5) Special Working Conditions	<p>Flexible working hours – may have to commence early and finish late on occasions. Requirement to work evenings and weekends at short notice.</p> <p>All employees are required to comply</p>	<p>Interview/Application Form.</p>	

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	with the Authority's No Smoking Policy. A satisfactory response to a check of criminal records via the Disclosure & Barring Service		

Competency	Behaviours		How Assessed
Planning and Organising	1.	Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level headed under pressure.	Interview/Application Form
	2.	Accepts constructive feedback and makes adjustments accordingly.	
Organisational Development	3.	Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.	Interview/Application Form
	4.	Awareness of own shortfalls and takes charge of personal development to keep skills up to date whilst developing knowledge within a particular area through learning.	
Communication	5.	Communicates information clearly, accurately, positively and in a timely manner.	Interview/Application Form
	6.	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	

	<p>7. Demonstrates required skill in all forms of written oral and technological communication.</p> <p>8. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.</p> <p>9. Explains reasons for the actions and seeks others opinions.</p> <p>10. Shows an awareness of how their actions affect others.</p> <p>11. Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.</p>	
Focusing on our citizens	<p>12. Anticipate communities' likely future needs and put plans in place to address them.</p> <p>13. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.</p>	Interview/Application Form
Leadership	<p>16. Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.</p> <p>17. Has the ability to negotiate and influence others to obtain a 'win win' solution.</p> <p>18. Makes decisions confidently and quickly when necessary.</p> <p>19. Effectively works with partners, whilst</p>	Interview/Application Form

		establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	
Strategic Thinking	20. 21.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating. Creates or contributes to the creation of long term plans for the service area based on the vision for the service area and the overall Authority.	Interview/Application Form
Managing Change	22. 23.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview/Application Form
Performance Management	24. 25.	Evaluate mistakes and learn from them. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Interview/Application Form
Living the values	26. 27. 28.	Demonstrates and champions equalities in the treatment of others and in the delivery of services. Express pride in what the Council does and uphold the reputation of the Council. Demonstrate high standards of personal and professional conduct and be a role model to others.	Interview/Application Form

	29.	Ensure actions are in line with what citizens should expect from Council employees.	
	30.	Is prepared to admit to having made a mistake.	
Health and Safety	31.	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	
	32.	Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.	