

**Newcastle-under-Lyme Borough Council**

**PERSON SPECIFICATION**

**Job Title:** Environmental Health Office/Graduate Environmental Health Officer/Environmental Protection Officer

**Grade:** 9 (Grade 8 to 9 for Graduate Officer)

**Post Ref:** • DD24

**Date:** March 2025

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
<b>(1) Relevant Experience</b>	<p><b>EHO/EPO POST:</b></p> <p>Experience of working within the field of Environmental Protection.</p> <p>Detailed current knowledge of Environmental Protection legislation.</p> <p>Must have demonstrable knowledge and experience in at least one of the following:</p> <ul style="list-style-type: none"><li>• Contaminated land;</li><li>• Air quality;</li><li>• Private water supply regulation;</li><li>• Regulation of industrial processes;</li><li>• Statutory Nuisance complaints and pollution derived anti-social behaviour;</li><li>• Provision of professional advice to planning and licensing teams.</li></ul>	Application form/Interview	Experience in identifying, initiating and undertaking regulatory action.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	<b>GRADUATE POST:</b> Experience of working within the field of Environmental Health. knowledge of Environmental Protection legislation		
<b>(2) Formal Academic Qualifications</b>	<b>EHO Post:</b> BSc/MSc in Environmental Health and EHRB registration And 5 GCSEs at grade A-C (or equivalent) including English and Maths.  <b>EPO Post:</b> BSc/MSc/Level 5 or equivalent in: <ul style="list-style-type: none"> <li>• Environmental Health,</li> <li>• Pollution Control,</li> <li>• Chemistry,</li> <li>• Environmental Science,</li> <li>• Geography</li> <li>• or similar related discipline.</li> </ul> And 5 GCSEs at grade A-C (or equivalent) including English and Maths.  <b>GRADUATE POST:</b>	Application Form/ Certificates	A relevant post graduate qualification. (Certificate in Environmental Noise Control, IOA Diploma in Acoustics and Noise Control, NEBOSH Diploma etc)

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	BSc/MSc in Environmental Health And 5 GCSEs at grade A-C (or equivalent) including English and Maths.		
<b>(3) Vocational Qualifications and Training</b>	Current valid driving licence.  To have or be prepared to undertake additional training including post graduate qualifications.	Application form / Production of Licence/Certificates  Interview	Membership of the Chartered Institute of Environmental Health, Institute of Acoustics, IOSH or similar professional bodies.
<b>(4) Specialist Knowledge</b>	Ability to investigate and collect appropriate evidence for enforcement matters and use the Police and Criminal Evidence Act.  Ability to prepare and collate of evidence files for legal proceedings.  Working knowledge of Microsoft applications sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.	Interview/Application Form	Experience of a full range of Environmental Protection work.  Evidence of continuing professional training and development.
<b>(5) Special Working Conditions</b>	Must have access to a vehicle that the postholder is prepared to use for work purposes.  Flexible working hours – may have to commence early and finish late on occasions. Requirement to work evenings and weekends at short notice.	Interview/Application Form.	

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	<p>To participate in the services out of hours on-call rota and response.</p> <p>To undertake a suitable role in relation to the Authorities Civil Contingencies responsibilities.</p> <p>All employees are required to comply with the Authority's No Smoking Policy.</p> <p>A satisfactory response to a check of criminal records via the Disclosure &amp; Barring Service</p>		

Competency	Behaviours		How Assessed
<b>Planning and Organising</b>	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.	
<b>Organisational Development</b>	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.	

<b>Communication</b>	<p>5.</p> <p>6.</p> <p>7.</p> <p>8.</p> <p>9.</p> <p>10.</p> <p>11.</p>	<p>Communicates information clearly, accurately, positively and in a timely manner.</p> <p>Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</p> <p>Demonstrates required skill in all forms of written oral and technological communication.</p> <p>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>Explains reasons for the actions and seeks others opinions.</p> <p>Shows an awareness of how their actions affect others.</p> <p>Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.</p>	Interview/Application Form
<b>Focusing on our citizens</b>	<p>12.</p> <p>13.</p>	<p>Anticipate communities' likely future needs and put plans in place to address them.</p> <p>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
<b>Leadership</b>	<p>16.</p>	<p>Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.</p>	Interview/Application Form

	17.	Has the ability to negotiate and influence others to obtain a 'win win' solution.	
	18.	Makes decisions confidently and quickly when necessary.	
	19.	Effectively works with partners, whilst establishing new partnerships working and influencing key stakeholders and partners to contribute to the Authority's objectives.	
<b>Strategic Thinking</b>	20.	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating.	Interview/Application Form
	21.	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.	
<b>Managing Change</b>	22.	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Interview/Application Form
	23.	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
<b>Performance Management</b>	24.	Evaluate mistakes and learn from them.	Interview/Application Form
	25.	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	
<b>Living the values</b>	26.	Demonstrates and champions equalities in the treatment of others and in the delivery of services.	Interview/Application Form

	27.	Express pride in what the Council does and uphold the reputation of the Council.	
	28.	Demonstrate high standards of personal and professional conduct and be a role model to others.	
	29.	Ensure actions are in line with what citizens should expect from Council employees.	
	30.	Is prepared to admit to having made a mistake.	
<b>Health and Safety</b>	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.	