

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Technical Assistant

Grade: 8

Post Ref: DD38 / DD39

Date: March 2025

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Relevant Experience	Prior enforcement or regulatory experience or qualifications/experience related to any of the following • Statutory Nuisance complaints and pollution derived anti-social behaviour; • Regulation of industrial processes; • Contaminated land; • Air quality; • Private water supply regulation; • Provision of professional advice to planning and licensing teams.	Application form/Interview	Experience in identifying, initiating and undertaking regulatory action Experience in environmental health professional duties. Detailed knowledge of environmental health services and legislation.
(2) Formal Academic Qualifications	To have a degree, level 5 or equivalent qualification in a relevant subject. Or	Application Form/ Certificates	A relevant post graduate qualification in a related field eg:- • Certificate in Environmental Noise Control, • IOA Diploma in Acoustics and Noise Control • Pollution & Environmental Control MSc / Diploma • Air Pollution Management and Control MSc/Diploma

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	Relevant vocational experience in enforcement or regulatory role. And 5 GCSEs at grade A-C (or equivalent) including English and Maths.		Environmental Risk Management
(3) Vocational Qualifications and Training	Current valid driving licence.	Production of Licence/Certificates	Membership of the Chartered Institute of Environmental Health, Institute of Acoustics, Institute of Environmental Management and Assessment, Institute of Air Quality Management or similar professional bodies at a student / postgraduate level
(4) Specialist Knowledge	Knowledge of Environmental Health statutory and legal responsibilities. 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 Environmental Health work. Ability to investigate and collect appropriate evidence for enforcement matters and use the Police and Criminal Evidence Act. Preparation and collation of evidence files for legal proceedings
(5) Special Working Conditions	Must have access to a vehicle that the post holder 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. All employees are required to comply with the Authority's No Smoking Policy. A satisfactory response to a check of criminal records via the Disclosure and Barring Service.	Interview/Application Form	

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
	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.	Application Form / Interview
	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
	6	Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.	
	7	Demonstrates required skill in all forms of written oral and technological communication.	
	8	Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.	
	9	Explains reasons for the actions and seeks others opinions.	
	10	Shows an awareness of how their actions affect others.	
	11	Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.	

Competency	Behaviours		How Assessed
Focusing on our citizens	16	Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.	Application Form / Interview
Strategic Thinking	31	Agrees shared goals and processes with key stakeholders when there may be benefit in collaborating.	Application Form / Interview
	32	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.	
Managing Change	35	Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.	Application Form / Interview
	36	Is prepared to challenge where others are not seeing the wider implications.	
	38	Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
Performance Management	42	Evaluate mistakes and learn from them.	Application Form / Interview
	44	Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	
Living the values	45	Demonstrates and champions equalities in the treatment of others and in the delivery of services.	Application Form / Interview
	46	Stand by Council decisions and act in the Councils best interests, putting them above those of the directorate or immediate team/individuals.	
	47	Express pride in what the Council does and uphold the reputation of the Council.	
	48	Demonstrate high standards of personal and professional conduct and be a role model to others.	

Competency	Behaviours		How Assessed
	49	Ensure actions are in line with what citizens should expect from Council employees.	
	50	Is prepared to admit to having made a mistake.	
Health and Safety	51	Demonstrates basic understanding of Health and Safety responsibilities within the workplace.	Application Form / Interview
	52	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.	