

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Apprentice Environmental Health Officer

Grade:
Apprentice

Post Ref: NEW

Date:
11/07/2024

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
(1) Knowledge and Experience	<ul style="list-style-type: none">i. Knowledge of the role of a Environmental Health Officer.ii. Experience of dealing with people in a role that involves providing a service to other people.iii. Experience of working within a team through paid or voluntary work, or through education.iv. Experience of making decisions independently.	Demonstrate via interview.	Knowledge of the functions delivered by Local Government
(2) Formal Academic Qualifications	Minimum of 3 A levels at Grade C or higher, (or the equivalent) of which at least one A level will be in a science subject (for example Chemistry, Biology, Human Biology, Physics, Geography, Geology, Environmental Science, Nutrition, Food Science).	Application stage.	Minimum of three additional GCSEs at grade C or higher, or the equivalent.

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
	<p>GCSE English and Maths at grade C or higher, or the equivalent.</p> <p>96 UCAS points (typically at grades CCC – A level or level 3 equivalent)</p>	<p>Application stage</p> <p>Application stage.</p>	
<p>(3) Skills and Behaviours</p>	<p>I. This post is covered by Part 7 of the Immigration Act 2016 and therefore the ability to communicate in fluent spoken and written English is an essential requirement for this role.</p> <p>II. Strong communication skills in order to convey complex issues clearly and effectively to a range of audiences.</p> <p>III. Sufficient confidence to engage with other people to influence them, to seek behaviour change and to require action where appropriate.</p> <p>IV. Ability organise and prioritise to meet challenging deadlines.</p> <p>V. Ability to deal with sensitive issues with empathy and tact.</p> <p>VI. Enthusiastic about this opportunity, about qualifying as an environmental health officer, and about making a difference to people,</p>	<p>Application stage & Demonstrate via Interview for all elements.</p>	

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	<p>businesses and the environment by working in local government.</p> <p>VII. Comprehensive IT skills to include Microsoft Office applications, mapping tools, databases and the internet.</p>		
(4) Other requirements	<p>I. Live in Newcastle under Lyme, or within driving distance of it, so that regular attendance at the office and for visits is possible.</p> <p>II. Able to work occasional evenings and weekends when required.</p> <p>III. Hold a full driving licence and have access to a vehicle or be working to achieve this through the time of the apprenticeship.</p> <p>IV. Demonstrate an understanding of the Council's organisational values and a make a commitment to apply them.</p>	Application stage.	

Classification: NULBC **UNCLASSIFIED**

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