

**Tunbridge Wells Borough Council**

**Person Specification**



**POST TITLE:** Environmental Health Officers  
**GRADE:** Grade 7  
**SERVICE:** Mid Kent Environmental Health Services

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EXPERIENCE</b>	<p>Experience working within Environmental Protection specifically:</p> <p>Investigation and resolution of nuisance complaints and service requests across the range of environmental protection activities.</p> <p>Making holistic assessment of initial planning applications from an Environmental Health perspective</p> <p>Responding to license applications from an Environmental Health perspective.</p> <p>Nitrogen dioxide diffusion tube sampling</p> <p>Local site operator duties for an air quality monitoring station including particulate matter and nitrogen dioxide.</p> <p>Water sampling.</p>	<p>Inspection of premises under the Environmental (IPPC) regime</p> <p>Waste crime investigation</p> <p>Investigation and resolution of rodent infestations.</p> <p>Investigation and resolution of private drainage problems</p> <p>Assessment and resolution of filthy and verminous premises.</p>	Application and Interview
<b>QUALIFICATIONS and Training</b>	<p>A degree (MSc or BSc) in Environmental Health</p> <p>Completion of continued professional development (CPD) related to Environmental protection to maintain skills.</p>	<p>Environmental Health Practitioner (previously EHORB)</p> <p>Membership of the Chartered Institute of Environmental Health</p>	Certification

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>KNOWLEDGE</b>	<p>Working knowledge of:</p> <p>Environmental Protection Act 1990 particularly in relation to the statutory nuisance provision.</p> <p>Anti-Social Behaviour, Crime and Policing Act 2014</p> <p>Prevention and Damage by Pests 1949</p> <p>Building Act 1984</p> <p>Public Health Act 1961</p> <p>Clean Air Act 1993</p> <p>Local Government Miscellaneous Provisions Act 1976</p> <p>UK planning system</p> <p>IPPC regime</p> <p>Equality and Diversity Awareness</p>		Application and Interview
<b>PRACTICAL &amp; INTELLECTUAL SKILLS</b>	<p>Excellent interpersonal skills to work effectively with councillors, staff, residents, local businesses and other partners, to resolve complaints and service requests.</p> <p>Effective communicator, both verbally and in writing. Able to communicate in a clear and concise manner to peer group and lay people using tact and diplomacy.</p> <p>Good ICT skills including computer literacy, familiarity with GIS systems, databases and a working knowledge of word processing and spreadsheet packages.</p> <p>Sound knowledge and experience in general principles of criminal law and enforcement practice.</p>	IDOX/Uniform system	Application and Interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
	<p>Able to operate analytical equipment, i.e. air quality equipment, calibrate, record data, observe and understand errors, validation and ratification process.</p> <p>Able to prioritise workload and deliver on own work programme.</p>		
<b>DISPOSITION/ ATTITUDE</b>	<p>High degree of integrity.</p> <p>Flexible .</p> <p>Good team spirit and commitment to team working.</p> <p>Works proactively within recognised guidelines</p> <p>Clear thinking, self-reliant and willing to accept responsibility for decisions made.</p> <p>Enjoys working with others and is supportive of their team.</p> <p>Able to cope with confrontational situations and achieve results through negotiation.</p> <p>Good sense of fairness and able to make balanced enforcement decisions.</p> <p>Personal credibility and a positive outlook</p>		Application and Interview
<b>SPECIAL REQUIREMENTS</b>	<p>Full valid driving licence and access to a car to fulfil the duties as set out in the job description.</p> <p>Able and prepared to work outside normal office hours to meet peak workloads or other contingencies of the post</p> <p>Physically capable of visiting and inspecting industrial, commercial and residential premises.</p>		Application and Interview