Person Specification

Post No	D-SRS-NS0	Designation:	Environmental Health Officer	Department:	Shared Regulatory Services
Section:	Environmental Protection and Licensing	Completed By:	Dave Holland	Date:	Aug 2015

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates. You should refer and address each point of the Person Specification, giving evidence of what skills, experience and knowledge you have in each of these areas. Always be specific. Do not use general phrases such as "I have the necessary skills…" or "I am confident I can do the job well…". The shortlisting panel will need to know how you meet the requirements based on the evidence you provide.

		Essential	Desirable	Ascertained by
1.	**Experience**	• Experience in the use of relevant legislation and a comprehensive understanding of the range of powers available to local authorities to resolve complex issues. • Experience in preparation of legal action cases and control of evidence. • Significant experience in achieving demonstrable service outcomes • Experience of preparing and developing policy documents, including consulting with relevant stakeholder groups • Experience of conducting inspections, investigations and audits of a complex nature.	• Experience of working in a multi-disciplined team.	
2.	**Knowledge**	• A clear and demonstrable understanding of the legal process issues that affect regulatory service delivery	• Knowledge of specialist areas of work within the remit of Neighbourhood Services.	

		Essential	Desirable	Ascertained by
3.	**Skills and aptitudes**	• Ability to communicate effectively with people in all levels of the organisation and with businesses and members of the public. • Excellent communication skills both written and oral. • Ability to prioritise and meet deadlines. • The ability to provide professional advice confidentially and tactfully • The ability to foster partnerships, work collaboratively across boundaries and achieve performance and results through others. Good IT skills, including use of Microsoft Office software.	• Willingness to develop broader regulatory understanding and skills. • Evidence of the use of mobile working.	

		Essential	Desirable	Ascertained by
4.	**Qualifications and training**	• Professional qualification (a degree or equivalent in one of the key service disciplines) • Demonstrable vocational experience and evidence of continuing professional Development	• Relevant postgraduate professional qualification. • Membership of the Environmental Health Registration Board • Certificate of competence in using the Housing Health & Safety Rating System • Certificate in competence in Environmental Noise Measurement or similar	
5.	**Attitude and motivation**	• A positive, forward thinking and customer focused attitude which practices and promotes these and other values to the staff and our customers • Evidence of having a practical awareness of diversity in its broadest sense and equality of service delivery • Willingness to develop a broader knowledge of the functions assigned to Regulatory Services.	• Evidence of innovative approaches to service delivery.	

		Essential	Desirable	Ascertained by
6.	**Other (please specify)**	• Able to work outside normal office hours, including evenings and weekends, both planned and in an emergency • Ability to drive / travel throughout, Bridgend / Cardiff / Vale or between locations if appropriate.		

If appropriate: Casual Car User rate will apply if it is deemed necessary by the Council OR your manager for you to use your own car.