

# PETERBOROUGH



## Person Specification

**JOB TITLE:** Environmental Health Officer      **POST NO:**  
**GRADE:** 11      **DEPARTMENT:** Growth and Regeneration  
**HOURS:** 37  
**DIVISION:** Environment and Economy/Regulatory Services      **DIRECTOR:** Annette Joyce  
**DATE:** 30 October 2018      **COMPLETED BY:** Peter Gell

| ATTRIBUTES                    | ESSENTIAL CRITERIA   | DESIRABLE CRITERIA  |
|-------------------------------|--|---|
| <b>KNOWLEDGE</b>              | <ul style="list-style-type: none"> <li>• Good knowledge of current Environmental Health legislation and topical issues. (A,I)</li> <li>• Good knowledge of legal processes and procedures (A,I)</li> </ul>   |   |
| <b>SKILLS &amp; ABILITIES</b> | <ul style="list-style-type: none"> <li>• Good verbal and written communication skills (A,I,P)</li> <li>• Able to produce concise and accurate reports and analyse data. (A,I)</li> <li>• Good computer literacy skills including basic keyboard skills and the operation of IT management systems (A,I,P)</li> <li>• Able to produce clear and effective guidance material and information. (A,I)</li> <li>• Able to produce and deliver clear and effective presentations. (A,I,P)</li> <li>• Able to deal confidently and effectively with the public, businesses and members of other organisations. (A,I)</li> <li>• Able to effectively manage personal time to resolve conflicting workloads and to meet deadlines. (A,I)</li> <li>• Able to work effectively as an individual whilst leading, developing and supporting team members. (A,I)</li> <li>• Ability to act with diplomacy and sensitivity (A,I)</li> </ul> | <ul style="list-style-type: none"> <li>• Skilled in the operation of the Flare Software System (A)</li> </ul> |
| <b>EXPERIENCE</b>             | <ul style="list-style-type: none"> <li>• Working in an environmental regulatory services environment. (A, I)</li> </ul>  | <ul style="list-style-type: none"> <li>• Giving lectures and talks. (A)</li> </ul>                            |

|                               |  |   |
|-------------------------------|--|---|
|                               | <ul style="list-style-type: none"> <li>● Experience of producing and presenting reports, cases and technical data in formal situations. (A, I)</li> <li>● Experience of dealing with members of the public to resolve disputes. (A,I)</li> </ul>   | <ul style="list-style-type: none"> <li>● Dealing with media enquiries. (A,I)</li> <li>● Experience of using Microsoft Outlook, Word, Excel, PowerPoint and Project, and Google. (A)</li> <li>● Experience of geographical information systems (A)</li> <li>● Experience in using CIVICA (Flare) software</li> </ul> |
| <b>QUALIFICATIONS</b>         | Certificate of Registration of the Environmental Health Officers Registration Board (A,I)  | <ul style="list-style-type: none"> <li>● Institute of Acoustics Certificate of Competence in Environmental Noise Monitoring (A)</li> <li>● NEBOSH Diploma in Occupational Safety and Health or equivalent (A)</li> <li>● Higher Certificate in Food Premise Inspection. (A)</li> </ul>                              |
| <b>PERSONAL CIRCUMSTANCES</b> | <ul style="list-style-type: none"> <li>● Hold a current and clean UK driving licence and access to a suitably insured vehicle for use in connection with duties. (A,I)</li> <li>● Able and willing to participate in work duties outside the normal hours of work. (A)</li> <li>● Fit, active and capable of working at heights, climbing ladders and able to undertake site visits. (A,I)</li> <li>● Able to work in adverse weather conditions and extremes of temperature. (A)</li> </ul> |   |
| <b>EQUALITY</b>               | <ul style="list-style-type: none"> <li>● Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities (A,I)</li> </ul>   |   |
| <b>CUSTOMER CARE</b>          | <ul style="list-style-type: none"> <li>● Knowledge and understanding of effective customer care (A,I)</li> </ul>   |   |

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application/Interview, (P) Presentation/Practical Test, (W) Written Test.]