

# Recruitment person specification

**Post being recruited for: Environmental Health Officer**

## Our Behaviours

**All our colleagues are expected to live Our Behaviours at work**

**Respect** – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions

**Integrity** – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

**Flexibility** – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

### Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

## Person specification

| Category   | Essential                                                                  | Desirable (not every post needs desirable requirements)                                                                                                            |
|------------|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Experience | Experience relating to enforcement or ensuring compliance with legislation | Experience working as a qualified Environmental Health Officer although applicants due to sit exams in the upcoming REHIS Professional Exam diet will be welcomed. |

## Knowledge, skills and understanding

Demonstrate a broad understanding of current issues in local government are essential.

Excellent verbal and written communication skills, including the ability to negotiate where necessary. This should also include the ability to work in a team, demonstrating leadership skills where necessary and pass on knowledge and experience to other officers in order to further their own development and prepare reports for possible prosecution and for project summaries.

Demonstrated effective communications in a range of circumstances and audiences is essential including situations where acceptance is sought for difficult messages, and where a diverse range of views is held.

The requirement to have a detailed knowledge of relevant legislation, guidance, codes of practice and have the ability to develop and maintain existing internal procedures and policies and develop new ones as required.

Demonstrated ability and experience in providing leadership, supervision, advice and support to staff groups, colleagues, and customers in the delivery of outcomes and objectives.

The post holder must have excellent interpretive and problem solving skills, in order to assess complex legal terms/judgements/arguments and apply them to the situation in hand, arriving at solutions.

The post holder must have excellent investigatory skills, the ability to investigate creatively and be able to identify the necessary evidence in whatever medium it may present itself.

Well-developed organisational skills and ability to use a range of computer packages and databases to a competent standard including Microsoft Word, Excel, PowerPoint. Must exhibit a good degree of IT knowledge and skills, to the extent

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|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and training</b> | <p>Educated to degree level or equivalent in a relevant professional discipline.</p> <p>Environmental Health Officers must hold an appropriate professional qualification, as defined under UK and EU legislation, to be an Environmental Health Officer. Membership of a relevant professional body is desirable e.g. Royal Environmental Health Institute of Scotland, Chartered Institute of Environmental Health, or equivalent.</p> <p>Must have specialist knowledge in a range of environmental health disciplines including a high degree of legal understanding and interpretation</p> | <p>Possession of additional specific qualifications to support and enforce these disciplines is desirable.</p> |
| <b>Job specific requirements</b>   | <p>Able to meet targets and performance indicators.</p> <p>Undertake project work, including planning, delivery and managing timescales.</p> <p>Provide advice to business, the public, partner agencies and public bodies.</p>                                                                                                                                                                                                                                                                                                                                                                 | <p>Have a driving licence.</p>                                                                                 |

