# **PERSON SPECIFICATION: (SENIOR) ENVIRONMENTAL HEALTH OFFICER POST REFERENCE: 103148**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| * **Educational/vocational/ occupational qualifications and/or training** * **Specific qualifications (or equivalents)** | |  |  | | --- | --- | | Degree or Diploma in Environmental Health and be registered with Environmental Health Registration Board. | (F,I) | | Good understanding of PACE, RIPA and CPIA legislation and guidance | (F,I) | | Able to travel throughout the Borough | (F,I) | | |  |  | | --- | --- | | - Competent to undertake food safety, food standards & health & safety inspections | (F,I) | | * LEAD Auditor qualification |  | |  |  | | - Member of CIEH/The achievement and maintenance of Voting Member status of CIEH | (F,I) | | - HSW qualification | (F,I) | |
| * **Work or other relevant experience** | |  |  | | --- | --- | | Recent experience of working in environmental health | (F,I) | | Practical experience in food & health & safety enforcement | (F,I) | | |  |  | | --- | --- | | - Demonstrable local government experience in food safety | (F,I) | | - Recent experience of working as an EHO in Local Government  - Practical experience in animal health licensing | (F,I)  (F,I) | | - Experience of supervising other staff | (F,I) | |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | |
| * **Skills, abilities, knowledge and competencies** | |  |  | | --- | --- | | A detailed knowledge of the legislation,  Code of Practice and approved guidance relating to food safety & health & safety | (F,I) | | Ability to deal with difficult people | (I) | |  |  | | Ability to communicate effectively both written and verbally | (F,I) | | Inter Personal Skills | (I) | | Ability to work as a member of a team or on own initiative with minimal supervision | (I) | | tieodeo   |  |  | | --- | --- | | - A sound knowledge of the legislation, Approved Codes of Practice and guidance relating to food, water quality, infectious disease, port health & health & safety | (F,I) | | - Competent user of computing software such as MS Office | (F,I) | | - Practical application of APP | (F,I) | | - Ability to organise and manage personal workload | (F,I) | | - Experience of developing and delivering promotional activities | (F,I) | | |
| * + **General competencies** | |  |  | | --- | --- | | To demonstrate an ability to:- |  | | - Remain calm in conflict situations | (I) | | - Remain objective under pressure | (I) | | - Work effectively under pressure | (I) | | - Maintain a professional approach in all circumstances. | (I) | | To dress in a smart and conventional manner: appropriately for the work environment. | (I) | | |  |  | | --- | --- | | - To demonstrate an ability to deal with situations in an assertive manner. | (I) | | - To demonstrate a commitment to self development and improvement | (F,I) | | |
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**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| Corporate Induction  EPR  Health and Safety Awareness  Information Governance/GDPR  Safeguarding Against Radicalisation - The Prevent Duty  Safeguarding for Vulnerable Adults  Equality and Diversity  Service specific training/maintenance of CPD | On appointment  On appointment  On appointment  Annually  Three yearly  Three yearly  Three yearly  As required/necessary |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.