



South Tyneside Council's
Housing Company

PERSON SPECIFICATION

POST TITLE: Environmental Officer

POST NUMBER:

GRADE: TBC

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">• Educated to NVQ Level 3 or equivalent	<ul style="list-style-type: none">• Environmental Qualification	<ul style="list-style-type: none">• Application form
Work Experience	<ul style="list-style-type: none">• Experience of working in carbon reduction related activities• Experience in working with customers and assisting in consultation exercises with customers and stakeholders• Experience of developing, implementing and maintaining data management systems• Experience of using packages e.g. Microsoft Office (Word and Excel	<ul style="list-style-type: none">• Experience in the area of climate change and carbon reduction within a social housing environment	<ul style="list-style-type: none">• Application form• Interview
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">• Knowledge of Environmental Management Systems, standards and their implementation• Good analytical skills• Excellent written and verbal communications skills• Excellent organisational	<ul style="list-style-type: none">• Understanding of current legislative requirements relating to carbon reduction and climate change.• Understanding of current and developing carbon reduction	<ul style="list-style-type: none">• Application form• Interview

	skills and attention to detail <ul style="list-style-type: none"> • Able to accurately calculate, analyse and interpret data sets • Able to maintain records and entries • Effectively manage time and meet necessary deadlines • Able to maintain computer records 	methods.	
Disposition	<ul style="list-style-type: none"> • Consistently strive towards making a difference in the quality and impact of services delivered • Able to work under pressure and to prioritise between conflicting demands • Leads by example • Flexible and pragmatic approach to work • Committed to ongoing professional development and learning • Committed to the principles of equality and diversity • Contributes towards a culture of staff empowerment 		<ul style="list-style-type: none"> • Interview
Circumstances	<ul style="list-style-type: none"> • Prepared to work outside standard flexible hours • Full current driving licence or access to a means of mobility support 		<ul style="list-style-type: none"> • Application form

Reference: JC

Date: 25 March 2021