

Person Specification Environmental Health Officer– Housing Enforcement

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Diploma or degree in Environmental Health and full registration with the CIEH Environmental Health Registration Board,
- Ability to carry out inspection of homes using the Housing Health and Safety Rating System and taking all forms of housing related enforcement action to improve housing standards and to tackle rogue landlords; action will include preparing and issuing formal notices and orders, issuing civil penalties and gathering and presenting evidence in court.
- Ability to offer advice and support to landlords and tenants.
- Ability to interpret legislation, guidance and best practice documents and to have an up to date professional knowledge to ensure the delivery of an effective, quality service.
- Ability to work with other Council services and external agencies
- Excellent communication skills and ability to clearly articulate key messages to different audiences.
- Experience in delivering difficult messages to members of the public.
- Excellent organisational and workload management skills.
- Politically aware of local democracy, social inclusion and community cohesion
- Good ICT and keyboard skills including use of Microsoft applications
- Able to work in a team environment to perform the duties and responsibilities expected of the post to comply with service policies and procedures with minimum supervision

Desirable

- Knowledge of local government structures, processes and issues

Part B

The following criteria will be further explored at the interview stage:

- Approach to communication and delivering difficult messages
- Track record of interpreting legislation, guidance and best practice documents in a logical and reasoned manner
- Approach to prioritising work when faced with conflicting deadlines
- Approach to developing and managing relationships with customers and partners
- Approach to implementing change
- Understanding of the council's equal opportunity policy and embedding this in your practice.
- Ability to carry out duties with minimum supervision