# **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 CRITERIAPlease indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)  | DESIRABLE CRITERIAPlease 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)**
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| 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) |

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| - Competent to undertake food safety, food standards & health & safety inspections | (F,I) |
| * LEAD Auditor qualification
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|  - Member of CIEH/The achievement and maintenance of Voting Member status of CIEH | (F,I) |
|  - HSW qualification  | (F,I) |

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| * **Work or other relevant experience**
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| Recent experience of working in environmental health | (F,I) |
| Practical experience in food & health & safety enforcement | (F,I) |

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| - 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) |

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| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** |

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| * **Skills, abilities, knowledge and competencies**
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| 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) |
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| 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) |

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| - 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) |

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| * + **General competencies**
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| 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) |

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| - 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 InductionEPRHealth and Safety AwarenessInformation Governance/GDPRSafeguarding Against Radicalisation - The Prevent Duty Safeguarding for Vulnerable Adults Equality and DiversityService specific training/maintenance of CPD | On appointmentOn appointmentOn appointmentAnnuallyThree yearlyThree yearlyThree yearlyAs 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.