

PERSON SPECIFICATION: Graduate 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.

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 or equivalent (F,I) To be working towards registration with Environmental Health Registration board or equivalent 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 and health & safety interventions (F, I) Lead Auditor Qualification Member of CIEH (F, I) Evidence of up-to-date CIPD (F, I) HSW, Noise or other relevant qualification (F, I)
- Work or other relevant experience	Recent experience of working in Environmental Health (F, I) Practical experience in food and health & safety environmental protection & housing work (F, I) Experience of producing written reports (F, I)	Experience of working in local government (F, I) Court/Prosecution/Enforcement Experience (F, I)

- Skills, abilities, knowledge and competencies	A detailed knowledge of the legislation, code of practice and approved guidance relating to all aspects of Environmental Health (F, I) Ability to deal with conflict situations (I) Ability to communicate effectively both written and verbally (F, I) Developed Interpersonal Skills (I) Ability to work as a member of a team or on own initiative with minimal supervision (I) Good judgement and decision making skills (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)
ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)		

On-going Training Requirements

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

Mandatory/Essential Training	Frequency
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Corporate Induction	On appointment
Employment Protection Register (EPR)	On appointment
Health and Safety Awareness	On appointment
Information Governance/GDPR	Annually
Safeguarding Against Radicalisation - The Prevent Duty	Three yearly
Safeguarding for Vulnerable Adults	Three yearly
Equality and Diversity	Three yearly
Service specific training/maintenance of CPD	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.