

PERSON SPECIFICATION: Environmental Health Manager (Environmental Protection)

POST REFERENCE: 103159

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 and registered with Environmental Health Registration Board (F,I) Good working knowledge of PACE, RIPA and CPIA legislation and guidance (F,I)	Evidence of CPD (F,I) Relevant Management qualification (F) Member of CIEH/Achievement and maintenance of Voting Member status of CIEH (F,I)
- Work or other relevant experience	Substantial post qualification experience as an Environmental Health Officer (F, I) Experience of enforcement (F, I)	At least 3 years recent local government experience (F,I) Experience of implementing & monitoring performance management systems (F,I) Experience of working with outside agencies (F,I) Experience of managing staff (F,I) Experience of producing written reports (F,I) Court/Prosecution/Enforcement Experience (F,I)



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- Skills, abilities, knowledge and competencies	A detailed knowledge of the legislation, Code of Practice and approved guidance relating to Environmental Protection and Pest Control (F,I) Ability to deal with difficult people (I) Ability to communicate effectively both written and verbally (F,I) Well-developed communications & presentation skills (F,I) Inter-personal skills (F,I) Ability to work as a member of a team or on own initiative with minimal supervision. (F,I) Ability to organize and manage personal workload (F,I) Ability to prioritise workloads to meet deadlines (F,I)	Competent user of computing software such as Microsoft Office (F,I) Practical application of Civica Authority Public Protection Database (APP) (F,I) Experience of developing and delivering promotional activities (F,I) An understanding of legislation relating to Data Protection and Human Rights (F,I) Experience of developing and delivering promotional activities (F,I) Demonstrate a high level of understanding of Government & partners (F,I) Well-developed project management skills (F,I)
- General competencies	Open & positive attitude to change & continuous improvement (F,I) Ability to lead & motivate others (F,I) To demonstrate an ability to: - remain calm in conflict situations (I) - remain objective under pressure (I)	To demonstrate an ability to deal with situations in an assertive manner (F,I) To demonstrate a commitment to self-development and improvement (I) Experience of multi-agency working (F,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) Able to travel throughout the Borough (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
Corporate Induction	On appointment
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.