

## PERSON SPECIFICATION



**Directorate - Community Services** **Post Number - 5145**  
**Post Title - Technical Officer (Environmental Control)** **Grade – 14 to 20**

This Person Specification is to include the essential and desirable attributes which candidates should possess in order to satisfy the performance requirements of the job as described in the approved job description. It should not include personal preferences, which are not directly related to the duties and responsibilities of the post.

Selection will be based on the following process for all appointments:

**Shortlisting:** An assessment of each application against the appropriate criteria in the person specification by comparison with the information contained within the application form only.

**Final Selection:** An assessment of each shortlisted candidate against the appropriate criteria in the person specification based on information contained within the application form, questioning at interview, tests or presentations included as part of the selection process or contained in references on each shortlisted candidate.

<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>Qualifications</b> 1. BTEC Certificate in Environmental Health or equivalent 2. Driving licence	Application form / document check.	1. Higher BTEC in Environmental Health, or 2. Relevant degree	Application form / document check.
<b>Experience</b>  2 years relevant experience	Application form / interview	1. Acting as witness in court hearings 2. Initiating and taking enforcement action 3. Monitoring noise, air pollution and water quality 4. Inspections / investigations for statutory nuisances 5. Inspections for licensing purposes 6. Providing an advice service on relevant technical issues	Application form / interview

<b>ESSENTIAL</b>	<b>METHOD OF ASSESSMENT</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b><u>Skills and Abilities</u></b> 1. Communications skills – verbally and in writing – with individuals and groups 2. Interviewing and evidence gathering 3. Report writing 4. Ability to understand and interpret legislation 5. Computer use	Application form / interview	1. Record keeping. 2. Providing training, guidance and information to other staff	Application form / interview
<b><u>Knowledge</u></b> 1. Understanding of relevant legislation (e.g. Environmental Protection Act, and Building Act) 2. Police and Criminal Evidence Act procedures	Application form / interview	1. Good knowledge of relevant licensing requirements and procedures. 2. Specialist knowledge in one or more areas of the work (noise, air quality, or water quality)	Application form / interview
<b><u>Physical Attributes</u></b> The ability to cope with the duties and responsibilities of the post and the associated working environment. External candidates to be subject to a satisfactory medical report.	Medical questionnaire / medical examination		
<b><u>Aptitude</u></b> 1. Persuasive 2. Detail conscious 3. Self confident 4. Well organised	Application form / interview		
<b><u>Circumstances</u></b> Available for out-of-hours work when necessary	Application form / interview		

Prepared by John Calderwood  
 Approved by Ben Hosford  
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