

Person Specification
Neighbourhoods – Public Protection
Senior Environmental Health Officer (Environmental Protection & Private Sector Housing)

Grade: LS 9	Post Number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	A wide range of environmental protection and / or private sector housing experience Experience of drawing up schedules of work and drafting legal notices Experience of taking enforcement action, preparing follow up reports, witness statements and attending court proceedings as appropriate Experience of working with the general public and of sensitively handling situations involving conflict Experience of dealing with statutory nuisance investigation and enforcement	Experience of commenting on planning applications and licensing consultations Experience of dealing with public health enforcement matters Experience of the PPC Permitting regime including inspections and enforcement activity Experience of Local Air Quality Management, including Air Quality Management Areas and the use of Air Pollution Monitoring equipment Experience of dealing with contaminated land, assessing reports and the management of site remediation

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QUALIFICATIONS	Degree or Diploma in Environmental Health with a valid certificate of registration with EHRB	Membership of CIEH Relevant specialist post graduate qualification Certificate of competency under HHSRS
SPECIALIST KNOWLEDGE/ SKILLS	Knowledge of current environmental health legislation, regulations and appropriate codes of practice (guidance) Ability to work with the general public Demonstrable ability of effective analytical problem solving, negotiation and investigative skills Knowledge and commitment to diversity in service delivery. Knowledge and commitment to customer care issues Strong time management and organisation skills and ability to operate a complex caseload. Able to develop relevant policies and procedures Able to provide management reports	Knowledge of the PPC Permitting regime Knowledge of Local Air Quality Management Knowledge of relevant housing and public health areas including HMOs, Licensing, empty homes etc Knowledge of the current contaminated land regime and associated guidance
IT SKILLS	IT competent Experience of MS Office Suite including Outlook, Word and Excel	Experience using IDOX Uniform, GIS, and document management systems
PERSONAL CHARACTERISTICS	Honesty, integrity and trustworthiness Ability to communicate effectively	

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	(verbal and written) objectively and persuasively where necessary Excellent interpersonal skills and the ability to deal with people with tact and diplomacy, including the ability to negotiate and mediate between various parties Strongly motivated with ability to work well under pressure and balance priorities Strongly motivated with ability to work well under pressure and balance priorities Be flexible to the demands of the service	
PHYSICAL REQUIREMENTS	This post requires remote working, office working, site visits and attendance at meetings away from the office	
SPECIAL WORKING CONDITIONS	Be able to work unsocial hours if required and attend or carryout interventions and/or investigations at this time Ability to work remotely, utilising communication technologies and other practices in place of face to face communication and an office environment A full driving licence that is valid in the UK and access to a vehicle	

PREPARED BY: Geoff Carpenter

DESIGNATION: Service Manager, Neighbourhoods, Public Protection

DATE: February 2022