

## PERSON SPECIFICATION

**Department** : Technical Services – Private Sector Housing and Public Health Team

**Job Title** : Environmental Health Officer (Housing)

**Prepared by** : Louise Crane

**Date:** April 2021

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF TESTING</b> e.g. Application Form, Presentation etc.
<p><b>Education</b></p> <ul style="list-style-type: none"> <li>◆ BSc or Diploma Accredited by CIEH</li> </ul>	<ul style="list-style-type: none"> <li>● Relevant Postgraduate qualification</li> </ul>	<p>Application Form/Interview/ Certificates</p>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>◆ Competent in the use of the Housing Health and Safety Rating System and inspecting houses</li> <li>◆ Prepared reports and specifications on remedying/disrepair</li> <li>◆ Supervised repair/rehabilitation work</li> <li>◆ Processed estimates and tenders</li> </ul>	<ul style="list-style-type: none"> <li>● Housing Renewal involving Grants/Loans</li> <li>● Previous work with a Local Authority</li> </ul>	<p>Application Form/Interview</p>
<p><b>Abilities</b></p> <ul style="list-style-type: none"> <li>◆ Experience of IT packages</li> <li>◆ Good communication skills - able to talk effectively to owners, builders, architects conveying needs and requirements</li> <li>◆ Able to interpret and apply legislation</li> <li>◆ Well organised</li> <li>◆ Good time management</li> <li>◆ Basic keyboard skills</li> <li>◆ Able to resolve problems effectively</li> <li>◆ Plan and drawing reading skills</li> <li>◆ Able to implement and adapt to changes in service delivery</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of GIS</li> </ul>	<p>Application Form/Interview</p>

<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>MEANS OF TESTING</b> e.g. Application Form, Presentation etc.
<b>Motivation</b> <ul style="list-style-type: none"> <li>• Enthusiastic and self motivated</li> <li>• Willing to learn</li> <li>• Able to maintain motivation whilst working alone</li> <li>• Able to adapt to teamwork as necessary</li> <li>• Willing to suggest changes which may result in improved efficiency and service delivery</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to develop self and develop and expand role</li> <li>• Desire to improve the service and achieve a better community</li> </ul>	Interview
<b>Personality</b> <ul style="list-style-type: none"> <li>◆ Flexible</li> <li>◆ Unbiased, fair, act without prejudice</li> <li>◆ Reliable, honest to carry out duties of post unsupervised</li> <li>◆ Integrity and initiative when dealing with the public</li> <li>◆ Assertive where situation requires</li> </ul>	<ul style="list-style-type: none"> <li>• General interest in the build environment and its improvement</li> </ul>	Interview
<b>Circumstances</b> <ul style="list-style-type: none"> <li>◆ Prepared to work outside in poor weather where necessary</li> <li>◆ Able to work unsocial hours occasionally</li> <li>◆ Clean driving licence</li> <li>◆ Vehicle available for business use</li> </ul>		Interview
<b>Other</b>	<ul style="list-style-type: none"> <li>• Some knowledge of Local Government organisation and process</li> </ul>	Interview
<b>Health and Safety</b> <ul style="list-style-type: none"> <li>◆ Does this post involve working with VDUs?</li> <li>◆ Any manual handling involved?</li> <li>◆ Any other H&amp;S issues to be considered?</li> </ul>	<p>Yes</p> <p>Yes</p> <p>Working alone</p>	

**PLEASE NOTE :** If nothing is stated under “Essential” or “Desirable”, there are no specific requirements within that relevant criterion.