

## PERSON SPECIFICATION

### Environmental Health Specialist (Housing)

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
<p>Degree or Diploma in Environmental Health (or equivalent) or significant experience in the identification of defects in residential buildings and follow up enforcement action.</p> <p>Knowledge and understanding of legislation in relation to Environmental Health and Housing issues and any associated regulations and policy relevant to the service areas including enforcement and national trends and issues.</p> <p>Evidence of continued professional development relevant to Environmental Health, Housing or public health functions.</p> <p>A full UK driving licence with access to a car for business use.</p>	<p>Certificate of Registration from the Environmental Health Officers Registration Board.</p> <p>Certificate of Competency in the Housing Health and Safety Rating System.</p> <p>Knowledge and understanding of investigative techniques and the law of evidence including legal and court procedures.</p> <p>Knowledge and understanding of the Police and Criminal Evidence Act as it relates to the collection of effective evidence.</p> <p>Membership of appropriate professional body (e.g. CIEH).</p> <p>Understanding of Renters Rights Act and developing policy in the private rented sector.</p>	<p>Application/Interview</p>

	Basic safeguarding qualification.	
<b>Experience</b>		
<p>Practical experience of working in an environmental health or housing environment.</p> <p>Experience of carrying out investigative work, taking enforcement action and giving evidence in court, tribunal or of similar environment.</p> <p>Experience managing a caseload and prioritising work to meet performance targets and service objectives.</p> <p>Experience working directly with tenants, landlords, agents or property owners, providing advice and guidance.</p> <p>Experience preparing reports, maintaining accurate records and case documentation.</p> <p>Experience working collaboratively with partner agencies or internal service areas.</p> <p>Experience interpreting legislation and applying it in a regulatory or advisory capacity.</p>	<p>Experience of interviewing alleged offenders in accordance with the codes of practice of the Police and Criminal Evidence Act</p> <p>Experience of using computer databases such as Civica Flare, and Microsoft packages such as power point, excel, word and outlook.</p> <p>Experience of camping and caravan site licensing</p> <p>Experience of the inspection and licensing of houses of multiple occupation.</p> <p>Experience of issuing financial penalties.</p> <p>Experience of the service of notices and orders under a variety of Housing and public health regulations.</p> <p>Experience of dealing with illegal eviction/ harassment.</p>	Application/Interview
<b>Skills and competencies</b>		
<p>Able to receive and record information accurately and write reports, including prosecution reports in a way that is concise and easily understood, following complaints, investigations or projects.</p>	<p>Skill in partnership working and multi-agency inspections.</p> <p>Have a positive attitude towards the delivery of quality services and contribute to the development of services</p>	Application/Interview

<p>Ability to carry out inspections and investigations, interpret findings and determine appropriate actions.</p> <p>Good listening skills and to be able to provide information and advice to businesses and consumers, clearly and sensitively, both verbally and in writing.</p> <p>Ability to deal confidently with a wide range of people and establishing sound working relationships with businesses, the public, internal and external stakeholders, Elected Members, senior managers and colleagues</p> <p>Sound organisational skills to enable workload prioritisation and meeting deadlines whilst working under pressure</p> <p>Influencing, persuading and negotiation skills.</p> <p>Competent in the use of IT packages.</p> <p>Able to demonstrate a flexible approach to work patterns and systems, work effectively as part of a team and on own initiative.</p>		
<b>Physical, mental and emotional demands</b>		
<p>The ability to work with interruption, balancing a number of different priorities and conflicting demands.</p> <p>Some out-of-hours working may be required (evenings, weekends and bank holidays).</p>	<p>Experience of lone working and following procedures to keep using initiative to resolve conflict and maintain a safe working environment.</p>	<p>Application/Interview</p>

All applicants with a disability who meet the minimum requirements for the role will be given an interview and will be considered on their abilities.

We can only accept applications from candidates who are permitted to work within the UK, or from those who have a valid work permit.