

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

ENVIRONMENTAL HEALTH & HOUSING OPTIONS MANAGER

**Criteria will be assessed via the submitted application form (A), and
Interview (I)**

	Essential	Desirable
Qualifications	1. BSc Honours Degree in Environmental Health or a Diploma in Environmental Health issued by the Environmental Health Officers Education Board (A) 2. A valid Assessment of Professional Competence issued by the Chartered Institute of Environmental Health (A) 3. Corporate Membership of the Chartered Institute of Environmental Health (A)	a. Postgraduate Diploma in Acoustics or postgraduate study in a relevant subject or evidence of Continued Professional Development in relevant technical subjects b. Management qualification relevant to the post
Experience	4. A minimum of 3 years post qualification experience in Environmental Health enforcement(A) 5. Demonstrable supervisory experience (A) 6. Preparation of case files and giving evidence in Court for legal proceedings(A) 7. Demonstrable relevant experience of budget management (A)	c. Five years post qualification experience in a relevant subject d. The management of professional and/or technical staff e. Management or involvement in the delivery of Homelessness Prevention Services
Knowledge	8. A high level of knowledge in relevant Environmental Health procedures and to demonstrate that knowledge across the full range of Environmental Health functions (A) 9. Sound knowledge of local authority practice and procedures (I)	f. Management and auditing of quality systems g. A sound knowledge of Information Technologies, their use and applications h. Evidence of management development training i. Knowledge of legislation and procedures relating to homelessness prevention
Personal Aptitudes and skills	10. The ability to communicate complex issues to lay persons in a meaningful and constructive way(I) 11. An ability to make sound judgements on complex issues and legislation(I) 12. An ability to work on his/her own initiative(I) 13. An ability to manage Professional and Technical Officers(I) 14. Be able to work under pressure to achieve targets and meet deadlines(I)	
Disposition	15. An ability to effectively communicate with managers, Council Members, members	

	<p>of the public and external organisations(I)</p> <p>16. Be able to manage professional and technical staff in an effective and sensitive manner(I)</p> <p>17. Be able to present a tactful and correct image of the Unit and the Council to all stakeholders(I)</p>	
Other requirements	<p>18. A commitment to work outside normal working hours as required(I)</p> <p>19. A current driving licence or alternative means of transport to fulfil his/her duties(A)</p> <p>20. An ability to co-ordinate special projects which may be identified by the Management Team from time to time(I)</p> <p>21. Comply with the Council's Equalities and Diversity Policies(I)</p>	

December 2018