

# Richmondshire District Council Person Specification

## Environmental Health Team Leader

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

	Essential	Desirable
<b>Qualifications</b>	<p>1. Degree in Environmental Health (or relevant subject) or a Diploma in Environmental Health issued by the Environmental Health Officers Education Board. (A)</p>	<p>a. Postgraduate Diploma in food, health and safety, housing, pollution control or Acoustics or postgraduate study in a relevant subject. (A)</p> <p>b. Evidence of Continuing Professional Development in relation to CIEH membership.</p> <p>c. Chartered Environmental Health Practitioner status. (A)</p> <p>d. Voting membership of the Chartered Institute of Environmental Health (MCIEH) (A)</p> <p>e. Management qualification to Level 3 or above.</p>
<b>Experience</b>	<p>2. Experience in an enforcement role in connection with environmental health functions (A,I)</p> <p>3. Experience of implementing enforcement policies and procedures (A,I)</p> <p>4. Experience of recording, collation and reporting systems for environmental health services (A,I)</p>	<p>f. Experience in use of Microsoft Office package (A,I)</p> <p>g. Experience in use of specialist environmental health database software (A,I)</p> <p>h. Experience in the use of G.I.S (A,I)</p> <p>i. Experience in the use of document management systems (A,I)</p>
<b>Knowledge</b>	<p>5. In depth knowledge of relevant legislation, codes of practice and guidance associated with functions carried out by the post. (A,I)</p> <p>6. Knowledge of local authority practices and procedures (A,I)</p> <p>7. An understanding of quality auditing and the design, implementation and operation of quality management systems (A,I)</p>	

<b>Personal Aptitudes and skills</b>	<p>8. Ability to manage own performance and promote high standards of conduct. (I)</p> <p>9. Ability to manage time effectively. (I)</p> <p>10. Ability to work with team members to achieve results. (I)</p> <p>11. Ability to identify problems, analyse information and use judgement to reach informed decisions. (I)</p> <p>12. Ability to understand and meet the needs of customers (I)</p>	
<b>Disposition</b>	<p>13. Ability to carry out tasks in compliance with safe and consistent standards and to promote healthy and safe working practices. (I)</p> <p>14. Ability to present a positive image of the Environmental Health Service and the Council as a whole (I)</p> <p>15. Ability to work with others both within and outside the Authorities to achieve common goals and to improve the quality of the service. (I)</p> <p>16. Ability to communicate and interact effectively with others, sharing information and ideas tailored to meet the needs of the recipient. (I)</p>	
<b>Other requirements</b>	<p>17. Comply with the Council's Equalities and Diversity Policy (I)</p> <p>18. A current driving licence and ability to drive. (A)</p>	

Updated October 2018