

Richmondshire District Council

Environmental Health Service

Person Specification

Environmental Health Officer

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

	Essential	Desirable
Qualifications	1. Degree in Environmental Health or a Diploma in Environmental Health issued by the Environmental Health Officers Education Board or equivalent. (A)	a. Postgraduate Diploma in food, health and safety, pollution control or Acoustics or postgraduate study in a relevant subject. (A) b. HHSRS qualification (A)
Experience	2. Experience in an enforcement role in connection with environmental health functions (A) 3. Experience of implementing enforcement policies and procedures (A) 4. Experience of recording, collation and reporting systems for environmental health services. (A)	c. Experience in use of Microsoft Office package (A) d. Experience in use of specialist environmental health database software (A) e. Experience in the use of G.I.S (A) f. Experience in the use of document management systems (A)
Knowledge	5. Working knowledge of relevant legislation, codes of practice and guidance associated with functions carried out by the post. (A I) 6. Knowledge of local authority practices and procedures (A)	g. Working knowledge of quality management systems and the operation of quality procedures (A)
Personal Aptitudes and skills	7. Ability to manage own performance and display high standards of conduct. (I) 8. Ability to manage time effectively. (I) 9. Ability to work with team members to achieve results (I) 10. Ability to identify problems, analyse information and use judgement to reach informed decisions. (I) 11. Ability to understand and meet the needs of customers (I)	
Disposition	12. Ability to carry out tasks in compliance with safe and consistent standards and to promote healthy and safe working practices. (I) 13. Ability to work with others both within and outside the Authorities to achieve common goals and to improve the quality of the service. (I) 14. Ability to communicate and interact effectively with others (I)	
Other requirements	15. Comply with the Council's Equalities and Diversity Policy (A) 16. A current driving licence and ability to drive. (A) 17. Ability to work 'Out of hours' when required. (A)	