

Appendix 4

PERSON SPECIFICATION

SENIOR ENVIRONMENTAL HEALTH OFFICER (Food, Occupational Safety and Licensing) – H78

	Requirements	E/D	Measurement
Personal Skills	- Present a professional and confident image	E	3
	- Must be assertive, show initiative, be enthusiastic and self-motivated	E	1,3
	- Ability to make considered decisions	E	1,3
	- Commitment to customer care	E	1,3
	- Ability to work within a team	E	1,3
	- Good planning, organisation and communication skills	E	1,3
	- Ability to maintain clear and concise records	E	3
Experience	- Local Government experience in Food Safety	E	1,3
	- Enforcement of environmental health legislation	E	1,3
	- Management experience demonstrating the ability to initiate, plan, monitor, develop and achieve service delivery targets	E	1,3,4
	- Successfully managing and leading staff, financial and other resources	E	1,3,4
	- Undertaking Legal enforcement work and dealing with complex cases	E	1,3
Attainments/Qualifications	- Diploma/Degree in Environmental Health	E	1,4
	- Registration with Env Health Registration Board (EHRB)	E	1,4
	- Chartered Membership of the CIEH.	E	1,4
	- Reach Criteria for 'Lead Food Officer' of the FSA Code of Practice and Practice Guidance	E	1,4
	- Level 3 Management Qualification	D	1,4
Knowledge	- Computer literate	E	1,3
	- Knowledge and understanding of environmental health legislation	E	1,3

Special Requirements	- Able to undertake site inspections	E	1,3
Car Allowance	<p>This post carries a Designated Car User status. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner.</p> <p>Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.</p> <p>Disabled employees who are unable to drive because of their disability, but who occupy posts with a designated car user status, are allowed to use taxis to carry out their duties where no other forms of transport are appropriate.</p>		

Measure:	1. Application form 2. Test after shortlisting 3. At interview	4. Documentary evidence 5. Other [please specify]
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	Name	Signature	Date
Person specification written by:	S Hickey		May 2021
Person specification agreed by	D.K.Gell		June 2021

Date of issue: Jan 2018

<p>Additional notes for JE/HR. HEX02. H78</p>
