



PERSON SPECIFICATION

NOTE TO APPLICANTS:

Whilst all points on the specification are important, 'D' is desirable. Those marked 'E' (essential) are the key requirements. You should pay particular attention to these essential points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

JOB TITLE: Environmental Protection Officer (Land and EP)
GRADE: Career grade 7, 8
DIRECTORATE: Environment & Transport
SERVICE: Public Protection and Prevention

CRITERIA:

Progression through the career grade will be dependent on demonstrating the appropriate application, knowledge and experience within each of the disciplines required as Essential below through the 121 Time to Talk or equivalent process. Progression to grade 8 will be dependent on gaining substantial relevant experience and knowledge of relevant legislation. Career progression within the team will be dependent on experience and qualification as well as the needs of the Service:

Experience

At Grade 7:

You should be able to demonstrate:

1. Experience of working closely with vulnerable customers and proving a high level of customer care. (E) (A) (I)
2. Experience of effective investigation and resolution of complaints/case management. (D) (A) (I)
3. Evidence of knowledge and application of the statutory requirements of the Environmental Protection Act Part 2A and related legislation with respect to contaminated land and planning. (E) (A) (I)
4. Evidence of knowledge and application of the statutory requirements in relation to waste accumulation, rodents and pests; high hedges; and invasive plant species. (E) (A) (I)
5. Evidence of a proven track record of working effectively with partners and stakeholders. (E) (A) (I)

6. Experience of working in a regulation and enforcement environment. (E) (A) (I)
7. Experience of handling and protecting sensitive and confidential information. (E) (A) (I)
8. Relevant experience working with information management systems. (E) (A) (I)

At Grade 8:

You should be able to demonstrate the above and in addition:

9. Substantial experience in regulation and enforcement. (E) (A) (I)
10. Substantial experience of implementing the statutory requirements of the Environmental Protection Act and related legislation. (E) (A) (I)

Skills and Abilities

At Grade 7:

You should be able to demonstrate:

11. Ability to resolve complex problems using first principles and a detailed understanding of environmental law and practice. (E) (A) (I)
12. Ability to build, maintain and apply an understanding of relevant legislation and to apply it to appropriate scenarios. (E) (A) (I)
13. Ability to provide advice and technical support on Environmental Protection issues including contaminated land, waste accumulation, high hedges, invasive weeds, noise and air quality. (E) (A) (I)
14. Ability to carry out detailed investigations of complaints and incidents. (E) (A) (I)
15. Ability to gather and analyse evidence through formal interview and investigation. (E) (A) (I)
16. Ability to prepare documentation in order to undertake legal proceedings. (E) (A) (I)
17. Ability to review and analyse documents against current standards and procedures. (E) (A) (I)
18. Information technology skills with the ability to understand and use a range of software tools, including GIS and Mapinfo. (E) (A) (I)
19. Interpersonal and communication skills with the ability to effectively negotiate with and influence a wide range of people including customers, partners, stakeholders and elected members. (E) (A) (I)
20. Demonstrate the ability to effectively plan and prioritise a wide variety of tasks and competing demands using own initiative to agreed deadlines with minimum supervision. (E) (A) (I)

21. Ability to effectively plan and undertake project work delivering successful outcomes. (E) (A) (I)

22. Skilled in working as part of a team to achieve common goals and successful outcomes. (E) (A) (I)

At Grade 8:

You should be able to demonstrate the above and in addition:

23. Demonstrate the ability to interpret complex legal issues; provide bespoke advice and guidance to ensure compliance with the regulations. (E) (A) (I)

24. To actively assist and support in the training and development of less experienced officers. (E) (A) (I)

25. To represent the service at regional and internal Council meetings and take the lead on key aspects of Environmental Protection. (E) (A) (I)

26. Excellent IT skills, excellent verbal / written communication and presentation skills. (E) (A) (I)

Education/Qualifications/Knowledge

At Grade 7:

You should be able to demonstrate:

27. Degree, or equivalent, in an Environmental Science related subject. (E) (A) (I) (C)

28. Proven Knowledge of legislation in relation to Environmental Protection. (E) (A) (I)

At Grade 8:

You should be able to demonstrate the above and in addition:

29. Substantial evidence of investigations regarding statutory and relevant environmental legislation. (E) (A) (I)

Other Requirements

At Grade 7:

You should be able to demonstrate:

30. Demonstrate a willingness to embrace a flexible working culture and availability to work outside normal hours where required. (E) (A) (I)

31. Provide appropriate transport for site visits and be able to demonstrate relevant insurance for business purposes. (E) (A) (I)

32. Will have access to broadband connection at home that will be used to support flexible and mobile working. (E) (A) (I)

33. To attend committee meetings / carry out of hours enforcement work as required which will fall outside of normal office hours. (E) (A) (I)

Commitment to Equal Opportunities

At Grade 7:

You should be able to demonstrate:

34. Ability to understand and demonstrate commitment to equality and diversity. (E) (A) (I)

Commitment to Service Delivery/Customer Care

At Grade 7:

You should be able to demonstrate:

35. Ability to recognise the importance of providing a professional service to all stakeholders and establish effective working relations which generate confidence and collaborative working. (E) (A) (I)

36. Provide evidence of a commitment to corporate priorities and delivering real outcomes. (E) (A) (I)

37. Ability to understand and demonstrate commitment to service delivery and customer care. (E) (A) (I)

38. Have a positive attitude towards work and the service which is offered. (E) (A) (I)

39. Ability to listen, record and relay communications accurately. (E) (A) (I)

40. Have a positive attitude towards providing a flexible and responsive service which meets operational demands and priorities. (E) (A) (I)

Methods of Assessment key

**A = Application form, C = Certificate, E = Exercise, I = Interview,
P = Presentation, T= Test, AC = Assessment centre**