

PERSON SPECIFICATION

Environmental Development Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Administrative Skills	E	1, 3
Personal Skills	Flexible Approach to Work	E	1, 3
Personal Skills	Verbal and written communication skills	E	1, 3
Personal Skills	Able to work as part of a team	E	1, 3
Personal Skills	Project planning and organisational skills	E	1, 3
Personal Skills	Persuasive and negotiation skills	E	1, 3
Personal Skills	ICT literate and familiar with packages such as word and excel	E	1,3
Experience	Local Government Experience	D	1, 3
Experience	Experience of managing and inspecting structural and drainage assets or Landscape/Horticultural Design Work	E	1, 3
Experience	Experience of project design and contract management	E	1, 3
Experience	Stakeholder engagement and partnership working with environmental or voluntary groups or schools	E	1, 3
Experience	Managing allotment sites	D	1, 3
Experience	Undertaking site risk assessments and actioning remedial works	E	1, 3
Experience	Experience of preparing and submitting written reports and funding bids	D	1, 3
Experience	Practical Horticultural Skills	D	1,3
Experience	Production of signage and interpretation material	D	1,3
Attainments/Qualifications	National Diploma in Horticulture or Relevant qualification in Land Management/Drainage and/or appropriate relevant experience	E	1, 3
Knowledge	Tree Preservation Orders and Conservation areas	D	1, 3
Knowledge	Using CAD and GIS technology	E	1, 3
Knowledge	Legislation and management of allotments	D	1, 3
Knowledge	Legislation and management with regards provision of parks and open spaces or Land drainage and SUDS management and maintenance of Structural assets including bridges, culverts and canals	E	1, 3
Knowledge	Climate Change issues and improving biodiversity within parks, open spaces and the water courses (blue infrastructure)	E	1, 3

Specification Type	Additional/changed requirements	E/D	Measure
Knowledge	Health and Safety issues in relation to public open spaces and green/blue assets	E	1, 3
Special Requirements	Attendance outside normal working hours for Council meetings, public meetings or events.	E	1, 3
Special Requirements	Full driving licence and have the use of own vehicle for work purposes	E	1, 3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]