

PERSON SPECIFICATION

Environmental Development Officer – T192/T69

	Requirements	E/D	Measurement
Personal Skills	• Administrative Skills	E	1, 3
	• Flexible Approach to Work	E	1, 3
	• Verbal and written communication skills	E	1, 3
	• Able to work as part of a team	E	1, 3
	• Project planning and organisational skills	E	1, 3
	• Persuasive and negotiation skills	E	1, 3
	• ICT literate and familiar with packages such as word and excel	E	1, 3
Experience	• Local Government Experience	D	1, 3
	• Experience of managing and inspecting structural and drainage assets or Landscape/Horticultural Design Work	E	1, 3
	• Experience of project design and contract management	E	1, 3
	• Stakeholder engagement and partnership working with environmental or voluntary groups or schools	E	1, 3
	• Managing allotment sites	D	1, 3
	• Undertaking site risk assessments and actioning remedial works	E	1, 3
	• Experience of preparing and submitting written reports and funding bids	D	1, 3
	• Practical Horticultural Skills	D	1, 3
	• 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
Knowledge	• Tree Preservation Orders and Conservation areas	D	1, 3
	• Using CAD and GIS technology	E	1, 3
	• Legislation and management of allotments	D	1, 3
	• 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
	• Climate Change issues and improving biodiversity within parks,	E	1, 3

	open spaces and the water courses (blue infrastructure) <ul style="list-style-type: none"> Health and Safety issues in relation to public open spaces and green/blue assets 	E	1, 3
Special Requirements	<ul style="list-style-type: none"> Attendance outside normal working hours for Council meetings, public meetings or events. 	E	1, 3
	<ul style="list-style-type: none"> 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.		

Measurement	<ol style="list-style-type: none"> From application form Test after short listing At interview Documentary evidence Other (please specify)
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	Name	Signature	Date
Person specification written by:	Paul Wolverson		June 22
Person specification agreed by			

Additional notes for JE/HR
