

PERSON SPECIFICATION

H64 – Apprentice Environmental Health Officer

All points relate to Career Grade Step 1 unless otherwise stated

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Must be highly motivated, enthusiastic and capable of working under own initiative	E	1,3
Personal Skills	Ability to follow instructions	E	1,3
Personal Skills	Excellent communication skills, both written and verbal	E	1,3
Personal Skills	Ability to work accurately under pressure, working to agreed goals, responding to challenges constructively, managing time well and thinking positively	E	1,3
Personal Skills	Analytical skills to gather and analyse information and data from a variety of sources	E	1,3
Personal Skills	Ability to work effectively as part of a team	E	1,3
Personal Skills	Ability to work collaboratively and build professional relationships with colleagues and partner organisations	E	1,3
Personal Skills	Ability to deliver a quality service by having a customer focused mind-set	E	1,3
Personal Skills	Willingness to learn and be flexible in the workplace	E	1,3
Experience	Local Government Experience	D	1,4
Attainments/Qualifications	5 A-C GCESs (or equivalent) including English and Maths	E	1,4
Attainments/Qualifications	Three level 3 (A level or equivalent) qualifications, grade C or higher	E	1,4
Attainments/Qualifications	Successfully Attain a Foundation Degree qualification in Environmental Health (Career Graded Step 2)	E	1,4
Attainments/Qualifications	Successfully Attain Full Degree in Environmental Health (Career Graded Step 3)	E	1,4
Attainments/Qualifications	Successfully Attain EHORB Registration (Career Graded Step 3)	E	1,4
Attainments/Qualifications	Membership of the Chartered Institute of Environmental Health	E	1,4
Knowledge	Ability to work towards an Apprenticeship qualification	E	1,3
Knowledge	Computer Literate	E	1,3
Special Requirements	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. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.	E	1,3

Specification Type	Additional/changed requirements	E/D	Measure
Special Requirements	Able to work outside office hours, including evening visits and meetings	E	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]