**Person Specification**

**Post Title: Environmental Crime Officer Date: March 2024**

**Division: Chief Executive**

**Section: Environmental Health (Environmental Pollution Control)**

**Grade: 9**

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|  | **E/**  **D** | **CRITERIA INDICATED**  **E (Essential) or D (Desirable)** | **MEASUREMENT**  **(See Below)** |
| **SKILLS**  **KNOWLEDGE**  **AND EXPERIENCE** | D  E  E  D  D    D  E  E  E  E | Current or past experience in related work.  An understanding of investigatory enforcement, working with people, and knowledge of environmental issues.  Experience of investigation and enforcement, evidence gathering, witness statements, interviews under caution, including the initiation of prosecutions.  Experience of monitoring equipment/regimes and/or software.  Evidence of working with groups, people, projects etc. involving meetings, planning, presentations/speaking skills, organising.  Driving – Full Licence (E), no endorsements (D).  Evidence of written work, quality/clarity or expression, document organisation and technical content.  Experience of providing advice and guidance to organisations, work colleagues, Council Members and members of the public on legislation and policies.  Able to communicate with clarity and confidence.  Able to organise, prioritise workload and use IT.  Work on own initiative, problem solving, taking responsibility, exploring creative solutions to problems, lateral thinking. Working sometimes independently but within parameters. | 2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| **SAFEGUARDING** | E | Commitment to the protection and safeguarding or children, young people and adults with care and support needs. | 2,4 |
| **EQUAL OPPORTUNITY** | E | Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Polices into practice. | 2,4 |
| **QUALIFICATIONS** | E  D  D | Maths and English Language GCSE/O Levels or equivalent.  Information technology skills – knowledge of Microsoft Word Excel and IDOX.  Relevant Environmental Health qualification | 2,4,5  2,4  2,4 |
| **ATTITUDE & MOTIVATION** | E  E  E  E  E  E  E  E  E | Polite and helpful, customer focused.  Able and willing to listen and engage.  Authoritative, confident and positive.  Customer care – calm with people under difficult circumstances.  Goal driven, working to deadlines and managing own time.  Diligent and honest.  Attention to detail, accuracy and neatness  Professional, reliable and a team worker.  Sorting and organising information | 2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4  2,4 |
| **OTHER** | E  E  E | Occasional work out of regular office hours.  Occasional work outdoors and/or in unpleasant environments.  Able to climb ladders, cross rough ground etc., lift occasional weights/equipment. | 2,4  2,4  2,4 |

MEASUREMENT:

1. Test prior to shortlisting. (all applicants).
2. From application form.
3. Test after shortlisting.
4. Probing at interview.
5. Documentary Evidence.
6. OTHER (please specify)