

NORTH NORTHAMPTONSHIRE COUNCIL PERSON SPECIFICATION

ENVIRONMENTAL PROTECTION OFFICER

CRITERIA Justifiable as necessary for effective performance in the post.	ESSENTIAL A clear definition of the necessary criteria.	ADDITIONAL/USEFUL Where available, elements that contribute to improved/immediate performance in the job.
QUALIFICATIONS	Degree in Environmental Science or equivalent qualification.	Diploma or Certificate in Acoustics and Noise Control
KNOWLEDGE	Demonstrable awareness of current relevant legislation and best practice in line with the functions of the post e.g. nuisance, antisocial behaviour and public health. Understanding of working in a political environment	Demonstrable awareness of Environmental Permitting legislation and noise assessment methods.

EXPERIENCE	<p>Demonstrable experience of working in an enforcement role, including the issue of Fixed Penalty Notices, Community Protection Notices and Abatement Notices.</p> <p>Demonstrable experience in undertaking detailed inspections and surveys.</p> <p>Demonstrable experience in dealing with enquiries from the public in a sympathetic and positive manner.</p> <p>Demonstrable ability to draft legal notices and conduct correspondence.</p>	<p>Experience of</p> <ul style="list-style-type: none"> • working in an Environmental Health team • carrying out inspections and enforcement under the Pollution Prevention and Control Act • commenting on local environmental implications associated with planning applications
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Interpersonal and Communication Skills	<p>Demonstrable verbal and non-verbal communication skills including; formal report writing; and presentation skills (including attendance at court as a witness)</p> <p>Demonstrable evidence of;</p> <ul style="list-style-type: none"> • negotiation skills, to enable the post holder to achieve the best resolution for all parties when non-compliance is found □ problem solving skills. • ability to interact with customers, partners and members with tact, sensitivity and confidentiality. • knowledge of the principles of good customer service. 	
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ICT Skills	<p>Demonstrable experience of using different ICT systems, especially Microsoft Office.</p> <p>Evidence of proficient and accurate keyboard skills.</p>	<p>Experience of the Idox Uniform system, specifically for Environmental Health related activities.</p> <p>Experience of using noise monitoring equipment and sound level meters.</p>
Personal Attributes	<p>Ability and willingness to travel around the borough, including at short notice.</p> <p>Demonstrable evidence of;</p> <ul style="list-style-type: none"> • Flexible approach to working practices and ability to work outside of normal working hours on occasions. • Ability to make effective decisions under pressure. • Demonstrable ability to prioritise and organise a heavy workload. • The ability to work alone and within a team. 	