

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