

Person Specification

POST:	Environmental Health Support Officer	GRADE:	2
DIRECTORATE:	Health & Wellbeing	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview
Works flexibly and is receptive to new ideas and different ways of working.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Minimum of 4 GCSE, Level 2 English and maths (equivalent to GCSE grades 9 to 4 or A* to C)	ESSENTIAL	Application Form/Interview
Minimum of 2 A levels (or equivalent, preferably 1 Science based)	ESSENTIAL	Application Form/Interview

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
Good interpersonal skills	ESSENTIAL	Application Form/Interview
Knowledge of computer technology and use.	ESSENTIAL	Application Form/Interview
Ability to work as part of a team.	ESSENTIAL	Application Form/Interview
Flexible, self-motivated, enthusiastic and a creative approach to work.	ESSENTIAL	Application Form/Interview
Report writing skills.	DESIRABLE	Application Form/Interview
Ability to use initiative and work without supervision.	ESSENTIAL	Application Form/Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Experience of any paid work environment	DESIRABLE	Application Form/Interview
Experience of working for a Local Authority	DESIRABLE	Application Form/Interview
Experience in delivering a work related project	DESIRABLE	Application Form/Interview

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ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Must be in a position to work a minimum of 3 days a week at Wyre Council whilst continuing their studies.	ESSENTIAL	References
Must be able to drive and have access to a suitable vehicle.	ESSENTIAL	Application Form/Interview
A full valid driving licence.	ESSENTIAL	Application Form/Interview
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/Interview

PREPARED BY: NEIL GREENWOOD	DATE: SEPTEMBER 2019
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability