Person specification

# Post

Principal Officer (Licensing / Food and H&S / People & Protection / Environmental Planning)

# Values

Our values framework sets out the behaviours that are important and that we expect

everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

* how we do things
* how we treat others
* what we say and how we say it
* how we expect to be treated

We value:

* Connecting people, places, partnerships and working together
* Integrity and honesty to ensure that we are open and accountable
* Dynamic approach to the delivery of services with drive and energy
* Innovative people who like doing things differently and better

# Specification

Please indicate which attributes are Essential/ Desirable and measured in the Interview/

Application/ Test.

## Personal qualities / Aptitudes / Behaviours

* Must be capable of managing and prioritising own workload and other team members based on public health risk (Essential, Interview/Test)
* A Track record of working effectively in regulatory and enforcement services in a local authority setting for at least 3 years (Essential, Interview)
* Must be capable managing business area budget (Essential, Interview)
* Must be able to support Members during committees / represent Council in Court as required (Essential, Interview)
* Extensive knowledge and understanding of current law, practise and procedures relevant to local authority environmental health & licensing regulatory, environmental planning and enforcement services (Essential, Interview/Test)
* Capable of delivering presentations and getting the message across to a wide audience both individually and en-masse (Desirable, Interview/Test)
* Professional, tactful, patient and diplomatic manner (Essential, Interview)
* Experience of influencing the development of services for community safety, economic prosperity, planning and local authority regulatory and enforcement policies and approaches (Essential, Interview)
* Strong emotional intelligence, able to recognise own strengths and weaknesses and those of others and to build on these to deliver success (Essential, Interview)
* Enthusiastic and positive team member willing to take on responsibilities and lead by example along with respecting and valuing everyone and their contribution (Essential, Application/Interview)

Committed to being part of a successful and high performing team (Essential, Application/Interview/Test)

* Able to demonstrate and promote a positive approach to the delivery of a first class public service with strong commitment to providing exceptional customer service (Essential, Application/Interview/Test)
* Personal strength and resilience to thrive in a fast-paced, dynamic environment, able to balance a demanding operational workload (Essential, Application/Interview)
* Willingness to take on new tasks and learning to develop skills across a range of regulatory enforcement functions (Desirable, Application/Interview)

## Education/ Qualifications

* Possess degree/diploma in Environmental Health, Licensing, Environmental Planning or similar (Essential, Application)
* Corporate Membership of the Chartered Institute of Environmental Health EHORB Certificate or equivalent depending of specialist area (Essential, Application)
* Minimum 3 years’ experience in Environmental Health, Licensing or Environmental Planning depending of specialist area (Essential, Application)
* Relevant graduate or professional qualification (licensing / regulatory / environmental planning) or equivalent by experience. (Essential, Application)
* Additional licensing law and practice training. (Desirable, Application)
* Management qualification. (Desirable, Application)

## Experience/ Knowledge

* Experience and knowledge of all a wide range of environmental health and licencing, environmental planning areas including noise nuisance, & enviro crime (Essential, Application/Interview)
* Experience of a full range of enforcement actions including service of notices, compiling prosecution files and court procedures (Desirable, Application/Interview)
* Experience of working with or in Local Government (Essential, Application)
* Experience in the use of data management systems and Microsoft Office packages including Excel and Word (Essential, Application)
* Knowledge of councils area (Desirable, Application)
* Experience and Knowledge of PACE (Police & Criminal Evidence Act) (Essential, Application)
* Experience of communicating and delivering complex information across a wide range of audiences (Essential, Application/Interview)

## Skills and Abilities

* The ability to work in partnership with a wide range of stakeholders e.g. , Police, Members, Parish Councils, Members, Trade organisations, Gov Departments, Legal Representatives (Essential, Application/Interview)
* Excellent communication skills (oral and written) (Essential, Application/Interview)
* Good keyboard skills (Essential, Application)
* Excellent presentation skills (Desirable, Application/Interview)
* Evidence of Continuous Professional Development (Desirable, Application/Interview)

## Miscellaneous/ Other Working Requirements

* Able to access soft ground or cross rough terrain (Essential, Interview)
* Willingness to work outside office hours on occasion (Essential, Interview)
* Access to own vehicle and driving licence (Essential, Interview)
* Work remotely and flexibly as necessary (Essential, Application/Interview)