

# Person specification



## Post

Scientific Officer

## 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 (E)/ Desirable (D) and measured in the Interview (I)/ Application(A) / Test (T)

### Personal qualities / Aptitudes / Behaviours

- Ability to respond to peak periods of work and work under pressure (E) (A)
- Must be capable of managing own workload and working largely unsupervised (E) (A)
- Customer orientated approach (E) (A)



- Capable of delivering presentations and getting the message across to a wide audience both individually and en masse. (D) (A)
- Professional, tactful, patient and diplomatic manner (E) (A)
- Ordered analytical and methodical approach. (E) (A)
- Enthusiastic and willing to accept responsibility (E) (A)

## Education/ Qualifications

- A relevant scientific degree (or equivalent) in either Environmental Health or equivalent science suitable for the role (E) (A)
- Relevant training or qualification in environmental, licencing or planning activities (E) (A)
- Membership of a relevant professional body (CIEH, IOA, IAQM, Geol, etc.) (Desirable, Application)
- Management qualification e.g. Certificate in Management Studies/Diploma in Management studies. (D) (A)

## Experience/ Knowledge

- Experience of inspection and investigation work. (E) (A)
- Comprehensive knowledge of enforcement procedures and legislation. (E) (A)
- Manage proactive and reactive workloads. (E) (A)
- Special responsibility for a specific area of work within the team. Eg., air quality, contaminated land, noise, odour, lighting, planning, etc. (E) (A)
- Experience in the use of Microsoft Office packages including Excel and Word (E) (A)
- Experience of working with or in Local Government. (D) (A)
- Knowledge of district council area (D) (A)



## Skills and Abilities

- Analytical skills to interpret information and/or situations (E) (A/I/T)
- Ability to assess and prioritise workload according to urgency and need and in accordance with statutory deadlines, performance targets, set dates (E) (A/I)
- Ability to exercise judgment in resolving a range of problems relating to the service area (E) (A/I)
- Analytical skills to produce statistical data/management information as required (E) (A/I/T)
- Ability to interpret legislation, regulations, guidance, policy and procedures (E) (A/I)
- Ability to convey complex, scientific and/or legal information to a range of audiences, which could include public, elected members, senior management and other officers, partner and other external agencies, including other statutory bodies, in a manner that is readily understood and appropriate to the recipient both verbally and in writing (E) (A/I)
- Ability to help write reports to managers, committees, and partnerships (E) (A/I)
- The ability to advise public on legislation, guidance and regulations relating to the service area and contend with challenging situations or people (E) (A/I)
- Ability to represent South Cambridgeshire District Council at events and meetings (E) (A/I)
- Accurate keyboarding skills for data input, use of Microsoft packages and dedicated specialism software (E) (A/I)
- Ability to maintain council equipment to provide confidence in data and withstand legal scrutiny (E) (A/I)

## Miscellaneous/ Other Working Requirements

- Willingness to work outside office hours on occasion. (E) (A)
- Access to own vehicle (E) (A)



South  
Cambridgeshire  
District Council