



Person Specification			
Post title	Environmental Health Enforcement Officer	Grade	H / £34,434 - £36,363

To be successful in this role you will need to demonstrate how you meet the criteria below at application & interview stage.

Shortlisting Number	Criteria	Method of assessment
Skills, knowledge, experience		
S1	Recent experience of working within an Environmental Health or Housing service.	CV/SS, I
S2	Experience of undertaking surveys or inspections.	CV/SS, I
S3	Up to date knowledge of Environmental Health related legislation and good practice.	CV/SS, I
S4	Experience of developing relationships internally and externally, working with partner organisations to deliver shared goals and outcomes.	CV/SS, I
S5	Evidence of recent relevant training/qualifications.	CV/SS, I
S6	Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others, competing priorities and tight deadlines.	CV/SS, I
S7	To be able to use IT systems including Microsoft Office 365.	
S8	Ability to cope flexibly with competing priorities/workloads under own supervision using initiative.	CV/SS, I
S9	Ability to work independently, plan, prioritise and coordinate workload to meet targets.	CV/SS, I
S10	Experience of customer care, direct customer contact with service users and engaging partners.	CV/SS, I
S11	Valuing Diversity - Listen, support and monitor the diverse contributions made to service development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how Valuing Diversity can improve our ability to deliver better services and reduce disadvantage.	CV/SS, I
S12	Developing Self and Others - Ability to question and request right training and development that links	CV/SS, I

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	to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise. And to support others' learning and share learning with others.	
Personal attributes and circumstances		
P1	You must adhere to the "Knowsley Better Together" staff qualities; Integrity, Accountability, Communication and Respect	I
Communication		
C1	The ability to speak fluent English	I
C2	Ability to communicate effectively both verbally and in writing with the public, staff and management (face to face, telephone, reports, letters and emails). Being able to get things done through working with other people and assisting them to maximise their contribution to deliver necessary outcomes.	CV/SS, I
Qualifications		
Q1	Good overall level of education to a minimum GCSE Level or equivalent	CV/SS, C

CV/SS = Curriculum Vitae/Supporting Statement **A** = Application Form **C** = Certificate **E** = Exercise **I** = Interview
P = Presentation **AC** = Assessment Centre **T** = Test

Where the post involves working with children, in addition to a candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people.**
- **Emotional resilience in working with challenging behaviours.**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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