

PERSON SPECIFICATION

Sets out the qualities which are either essential or desirable for the postholder to enable him/her to carry out duties effectively.

Post Title: Environmental Health Manager
Service Team: Community Services

Post No: DCHE02
Grade: Scale J

Essential (E)/Desirable (D)

Qualifications	
Educated to degree level or equivalent qualification in environmental health	(E)
Membership of the Chartered Institute of Environmental Health	(E)
EHRB registered	(E)
Food competent officer in line with the Food Law Code of Practice	(D)
Additional post graduate specialist environmental health qualifications competence assessments	(D)
Management qualification	(D)
Evidence of continuous professional development	(D)
Experience	
5 years' experience of managing a range of disciplines across environmental health and associated services within a local authority	(E)
A thorough awareness of current environmental health legislation and practice and of the relationship of environmental health with other public agencies	(E)
Experience of developing environmental health related policies and strategies	(E)
Significant experience of partnership working with internal and external stakeholders, building effective relationships with partner organisations, public agencies and the private sector	(E)
Significant experience of managing resources including people and performance	(E)
Experience of service planning and development	(E)
Experience of budget monitoring and preparation	(D)
Knowledge of emergency planning in a local authority setting	(D)

Aptitudes/Skills	
Project management	(E)
IT skills including Microsoft office	(E)
Excellent written and verbal communication skills	(E)
Excellent presentation skills	(E)
Ability to contribute to the development of staff and self to enhance performance	(E)
Ability to analyse data and meet deadlines	(E)
Ability to work under pressure with minimal supervision	(E)
Supervisory skills	(E)
Problem solving skills	(E)
Capable of implementing changes, maintaining and improving services	(E)
Capable of planning, allocating, monitoring and evaluating work carried out by staff and self against service specification	(E)
The ability to take a commercial approach to service delivery exploring opportunities for income generation	(D)
Selection and recruitment of staff	(D)
Personal Qualities	
Self motivated with the ability to motivate others	(E)
Customer focus and the ability to instil this in others	(E)
Creative approach to work	(E)
Politically sensitive, tactful and diplomatic	(E)
Calm, helpful, co-operative disposition	(E)
Flexible and methodical approach to work	(E)
Strong interpersonal skills	(E)
Flexibility to focus on delivery within a fast-moving environment	(E)
Makes prompt, clear decisions which may involve tough choices or considered risks	(E)
Ability to use own initiative	(E)
Takes responsibility for actions, projects and people	(E)
Demonstrate behaviours consistent with the council's values	(E)
Commitment to equality and diversity in the workplace, in the delivery of services to customers and the community	(E)

This is a politically restricted post under the terms of the Local Government and Housing Act 1989 and Local Government Officers' (Political Restrictions) Regulations 1990