

PERSON SPECIFICATION

Environmental Health Officer / Senior Technical Officer

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I, A

Essential:

- Degree, diploma or equivalent qualification in Environmental Health, Building Surveying, Construction, Housing or other relevant technical discipline; or substantial equivalent experience in technical housing, construction, grants or adaptation related role.

Desirable:

- Environmental Health registration or eligibility for registration
- HHSRS training;
- Building construction, surveying, access, adaptations or project management qualification;
- Evidence of continuing professional development.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Experience and knowledge

Method of Assessment – **A, I, S**

Essential:

- Good understanding of Disabled Facilities Grants, housing assistance, housing standards, health and safety, equality, safeguarding and data protection requirements, with the ability to apply legislation and policy to practical casework decisions.

Desirable:

- Knowledge of the Housing Grants, Construction and Regeneration Act 1996, Housing Act 2004, Regulatory Reform Order assistance provisions, local housing assistance policies, procurement requirements and public sector financial governance.

Specialist skills and abilities

Method of Assessment – **A, I, S, T**

Essential:

- Ability to inspect domestic properties, identify defects, assess property suitability, consider technical constraints, prepare or review schedules of work, interpret plans and evaluate quotations or contractor submissions.
- Ability to manage a varied caseload, prioritise competing demands, maintain accurate records, monitor grant commitments and support lawful, timely and auditable grant approvals and payments.

Desirable:

- Experience of managing complex adaptations including level-access showers, ramps, extensions, structural alterations, access improvements or specialist disabled facilities.
- Experience managing grant budgets, authorising payments, supporting audit requirements, producing performance reports or contributing to financial monitoring within a local authority or public sector setting.

Personal skills and attributes

Method of Assessment – **A, I, S, T**

Essential:

- Excellent written and verbal communication skills, with the ability to explain technical matters clearly and sensitively to residents, families, carers, contractors, Occupational Therapists, social care colleagues and partner agencies.



- Confident use of Microsoft Office and electronic case management systems, with the ability to maintain accurate case notes, correspondence, approvals, payment records and audit trails.
- Organised, resilient, self-motivated and able to work independently and as part of a team. Demonstrates integrity, accountability, sound judgement, attention to detail and commitment to Shropshire Council's values and public service standards.

Desirable:

- Experience representing a service at multi-agency meetings, contractor discussions, case conferences, project groups or service improvement meetings.
- Experience using housing, grants, finance, document management, mapping or workflow systems in a local authority environment.
- Ability to provide technical guidance, mentoring or informal support to colleagues, contractors or partner agencies.

Decision making impact and innovation

Method of Assessment – **A, I, S**

Essential:

- Ability to analyse property, financial, policy and customer information, identify practical options, manage risk and make sound recommendations within delegated authority and service procedures.

Desirable:

- Experience resolving contractor disputes, complex technical queries, customer concerns, competing professional views or cases involving significant cost, risk or sensitivity.

Fluency Duty

Essential – Communication (Fluency Duty) – delete as appropriate, for guidance discuss with your SHRBP

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory [Fluency Duty for public facing roles](#)



Special working conditions

Method of Assessment – *I, A*

Essential:

- Ability to travel across Shropshire to undertake property inspections, resident visits, site meetings and other duties in accordance with service requirements
- Ability to work safely in residents' homes, occupied properties and building sites, including lone working where appropriate.
- Ability to work from home on a regular basis, with the requirement to attend your primary work base as and when required.
- During a Pandemic, Epidemic or Major Incident or Emergency you may be asked to work from home or other location and on occasion to undertake duties that are not stated in your Job Description or Person Specification where there is a skill, competency, and experience match

Desirable:

- Experience of working in a hybrid, mobile, countywide or inspection-based role involving visits to private homes, vulnerable residents, contractors or partner agencies.

