**PERSON SPECIFICATION**

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| **JOB TITLE**  | **ENVIRONMENTAL OFFICER** |
| **LOCATION** | Mann Island Liverpool – but will be required to work outdoors at the various Authority waste management facilities. |
| **GRADE** | Scale 6 – SO1 |
| **REPORTS TO**  | Environmental and Planning Officer |
| **MAIN PURPOSE OF THE JOB** To assist the Estates Manager in providing a planning, design, contract procurement, maintenance and monitoring service with particular regard to environmental monitoring of the Authority’s waste management facilities. |
| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **EXPERIENCE** |
| Undertaking environmental monitoring and statistical data gathering |  |
| Preparation and submission of technical and environmental reports | Some familiarity of project management and co-ordination |
| Understanding of the processes involved in the landfilling of wastes, and the formation of leachate and landfill gas. | Site investigation, hydrogeology and engineering geology, contaminated land investigation and remediation. |
| Understanding of Environmental Monitoring and Control Systems, particularly in relation to landfill sites |  |
| Proven knowledge of relevant waste management and environmental legislation |  |
| Manage and coordinate supply chain contractors |  |
|  | Working knowledge of ISO 14001 Environmental Management systems |
| **QUALIFICATIONS AND TRAINING** |
| Educated to degree level in a relevant Earth Science/Environmental Science subject (or equivalent) or relevant experience in a field relevant to the post | Membership of relevant profession body. E.g. Chartered Institute of Waste Management. |
| To hold a current driving licence valid in the UK |  |
| **PRACTICAL SKILLS** |
| Ability to write clear and concise reports, letters and statements on behalf of the Estates Management section |  |
| Excellent information technology skills | Working knowledge of Geographical Information Systems. Working knowledge of AutoCad. |
| Ability to analyse and interpret complex information and present that information in a clear manner |  |
| Ability to produce detailed written reports and maintain records | Reporting to regulatory bodies such as United Utilities and the Environmental Agency. |
| Ability to provide advice, and to communicate verbally in an effective and courteous manner with a wide range of service users |  |
| **PERSONAL QUALITIES & ATTRIBUTES** |
| To have a professional outlook and act professionally at all times |  |
| To be a good team player with the ability to adapt quickly and to be able to work with the minimum supervision |  |
| To have a flexible approach to service delivery implementation |  |
| A willingness to develop as an individual and as a professional and to attend appropriate training courses as identified through the Authority’s Staff Development Scheme |  |
| **OTHER REQUIREMENTS** |
| Ability to organise workload and prioritise effectively |  |
| Ability to meet tight deadlines in a busy working environment |  |

**Last Updated: APRIL 2019**