

## Personal specification for Charter Environmentalist Assessors

Assessors must have the ability to evaluate candidates against the competences for Chartered Environmentalist. This requires both a high level of technical competence and strong inter-personal aptitudes.

To successfully assess the diversity of candidates with which they might be presented, an assessor must be more knowledgeable, capable and experienced than the majority of applicants arising from within the membership of IoSH.

The role of the assessors is to:-

- ✓ Facilitate the candidate to demonstrate, where they are able, how they meet the competences
- ✓ Gather and record objective evidence to support the conclusion reached
- ✓ Manage the interview process professionally and in a way that is fair to all candidates
- ✓ Ensure that the standards expected by IoSH and The Society for the Environment are properly applied and safeguarded

Assessors must be able to demonstrate<sup>1</sup>:

<b>Capability</b>	<b>Notes</b>
1. A deep and broad understanding of both strategic and operational environmental management and sustainability; and the experience and ability to approach these from a range of perspectives.	<i>Perspectives include: public/government sector, private sector, third sector, academic etc as well as different industry sectors, the developed world and developing/emerging world<sup>2</sup></i>  <i>Technical knowledge to at least master's level (or equivalent) in an environmentally relevant subject is a minimum specification</i>
2. A credible and durable track record in environmental practice to a high standard	<i>Duration of service is not, in itself, an indicator of ability. Assessors must however have developed robust experience and expertise, which is often only possible after extended practice. A good indicator might include at least 5 years full time (or equivalent) environmental practice.</i>
3. The ability to remain neutral and objective, irrespective of their own area of specialism or in the face of candidate responses that contradict their own beliefs.	<i>there are no right or wrong responses from candidates to some questions; questioning is to elicit information about the candidate, their knowledge base, communication skills and the transferable skill set which is underwritten by the competences for C.Env.</i>
4. The ability to interview people from other cultures and language backgrounds without disadvantaging the candidate.	<i>Appreciate that there are variations, and possibly subtle nuances, in written and verbal information and body language that can make a valid response appear negative/incorrect. Avoid using colloquialisms and jargon with which candidates may be unfamiliar</i>
5. The ability to formulate questions appropriately (to the candidate and the specification) and to not make assumptions.	<i>Includes rephrasing questions which provide the candidate with the opportunity to answer under a different premise.</i>
6. flexibility of thinking to enable the assessor to: a. move seamlessly between areas of	<i>Questions need to be well formulated, open and clear; avoiding multiple layers in one question and excessive</i>

<sup>1</sup> Note, it is unlikely that all parts of this specification could be demonstrated in a written application as the scope is broader than a specific technical subject. There is always likely to be an aspect of "witnessing" as part of acceptance onto the panel, and hence the need for 'Assessors-in-Training' to work alongside an existing approved Lead Assessor delivering some assessments and who can recommend them for signing off onto the panel of assessors to be able to deliver assessments without supervision.

<sup>2</sup> This does not mean that applicants have to have this range of experience but that they should be able to put themselves in the context of the candidate and consider a situation from their perspective; it gives an edge in questioning and understanding candidate responses.

questioning; and b. quickly and effortlessly pursue new lines of discussion in response to content presented by the candidate.	<i>pre-amble</i>
7. capability to position the discussion at a strategic level	<i>C Env Assessment interviews are about the candidate being able to demonstrate that they have/can provided strategic direction and thinking - what does the bigger picture look like?; awareness beyond a day to day work specialism? Hence Assessors also need that ability also.</i>
8. ability to objectively tailor questions and discussions to the professional context of the candidate without bringing to bear undue bias or prejudice from the assessor's own background or areas of specialism.	<i>Questions being posed need to be applicable to the candidate or able to be applied to anyone. See also Criterion 5 above.</i>
9. ability to recognise when a candidate is providing a relevant response which addresses one or more of the competences; and which may be additional to, or alternative to, the competence being tested at the time.	<i>Aiming to give the candidate the best opportunity to demonstrate their knowledge; and taking information - howsoever it is given – into the evaluation.  Such answers should be recorded against the relevant competence/question, without resorting to further unnecessary questioning</i>
10. ability to perform their role credibly and confidently without unduly over-emphasising their own knowledge, experience or professional status, so as to avoid undermining the candidate's confidence	<i>The interview is about the candidate, not the assessor.</i>
11. ability to put the candidate at ease	<i>The interview is a conversation, not an interrogation.</i>
12. ability to deal with even the most difficult and unprepared candidate in a sympathetic and encouraging manner.	<i>Including remaining engaged with the candidate, even when they are failing the interview; and being patient so as to allow all candidates the same opportunity to demonstrate the competencies</i>
13. ability to conduct the interview, including opening and closing phases, such that the candidate is unaware of whether they have passed or failed	<i>Even if an assessor has a personal feeling about how well the interview has gone – a final decision has not been reached until both assessors have discussed and agreed the outcome.  Avoiding off the cuff comments that might imply the interview has gone well before the decision has been made by the assessor pair e.g. avoid using words and phrases like brilliant, excellent, that's great, good</i>
14. sufficient resilience that if challenged about a decision made, they can justify it appropriately and rationally.	<i>Clear thinking, good and sufficiently detailed notes and recall are important</i>
15. capability to provide good feedback and reporting with sufficient information, examples and justifications to support final conclusions and enable IoSH to defend the conclusion reached	<i>This also includes feedback on their own performance and their partner assessor's performance in interview</i>
16. ability to be self-aware	<i>Such that assessors can monitor their own performance against the above criteria; monitor their own body language; and moderate behaviour whilst also conducting the assessment interview.</i>

# Profile of a C.Env. Assessor

