

Person Specification



South
Cambridgeshire
District Council

Post: Enforcement Officer

Prepared on: 07/01/2020

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T - Test
Education/ Qualifications	Minimum 3yrs experience in enforcement field	E	A
	Educated to GCSE Grade 2 or equivalent in maths and English	D	A
	Possess additional relevant qualifications/experience in a licensing field	D	A
Experience/ Knowledge	Experience and knowledge of all a wide range of environmental health and licencing areas including Noise nuisance, anti-social behaviour & envirocrime	E	A/I
	Experience of a full range of enforcement actions including service of notices, compiling prosecution files and court procedures	D	A/I
	Experience of working with or in Local Government.	E	A
	Experience in the use of Microsoft Office packages including Excel and Word	D	A
	Knowledge of district councils area	D	A
	Experience and Knowledge of PACE (Police & Criminal Evidence Act)	E	A/
	Experience of communicating and delivering complex information across a wide range of audiences	E	A/II

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Skills And Abilities	The ability to work in partnership with a wide range of stakeholders e.g. , Police, Members, Parish Councils, Members, Trade organisations, Gov Departments, Legal Representatives	E	A/I
	Excellent communication skills (oral and written)	E	A/I
	Good keyboard skills	E	A
	Excellent presentation skills	D	A/I
	Evidence of Continuous Professional Development	D	A/I
Experience/ Knowledge/ Aptitudes /Behaviours	A Track record of working effectively in regulatory and enforcement services in a local authority setting for at least 3yrs	E	I
	Must be capable of managing and prioritising own workload based on public health risk and working largely unsupervised.	E	I/T
	Extensive knowledge and understanding of current law, practise and procedures relevant to local authority environmental health & licensing regulatory and enforcement services.	E	I/T
	Capable of delivering presentations and getting the message across to a wide audience both individually and en masse.	D	I/T
	Professional, tactful, patient and diplomatic manner	E	I
	Experience of influencing the development of services for community safety, economic prosperity and local authority regulatory and enforcement policies and approaches	E	I
	Strong emotional intelligence, able to recognise own strengths and weaknesses and those of others and to build on these to deliver success.	E	I
	Enthusiastic and positive team member willing to	E	A/I

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	<p>take on responsibilities and lead by example along with respecting and valuing everyone and their contribution.</p> <p>Committed to being part of a successful and high performing team.</p> <p>Able to demonstrate and promote a positive approach to the delivery of a first class public service with strong commitment to providing exceptional customer service</p> <p>Personal strength and resilience to thrive in a fast-paced, dynamic environment, able to balance a demanding operational workload.</p> <p>Willingness to take on new tasks and learning to develop skills across a range of regulatory enforcement functions</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>A/I/T/ References</p> <p>A/I/T/ References</p> <p>A/I</p> <p>A/I</p>
Miscellaneous /Other Working Requirements	<p>Able to access soft ground or cross rough terrain.</p> <p>Willingness to work outside office hours on occasion.</p> <p>Access to own vehicle</p> <p>Work remotely and flexibly as necessary</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>A/I</p>