Person specification

# Post

Enforcement Officer

# Values

Our values framework sets out the behaviours that are important and that we expect

everyone to demonstrate at work, regardless of grade and position.

The framework will set out our expectations about:

* how we do things
* how we treat others
* what we say and how we say it
* how we expect to be treated

We value:

* Connecting people, places, partnerships and working together
* Integrity and honesty to ensure that we are open and accountable
* Dynamic approach to the delivery of services with drive and energy
* Innovative people who like doing things differently and better

# Specification

## Personal qualities / Aptitudes / Behaviours

Please indicate which attributes are Essential (E)/ Desirable (D) and measured in the Interview (I)/Application (A)/ Test (T).

## A track record of working effectively in regulatory and enforcement services in a local authority setting for at least 3 years (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 build on these to deliver success (E) (I)

## Enthusiastic and positive team member willing to take on responsibilities and lead by example along with respecting and valuing everyone and their contribution (E) (A/I)

## Committed to being part of a successful and high performing team (E) (A/I/T)

## 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 (E) (A/I/T)

## Personal strength and resilience to thrive in a fast-paced, dynamic environment, able to balance a demanding operational workload (E) (A/I)

## Willingness to take on new tasks and learning to develop skills across a range of regulatory enforcement functions (D) (A/I)

## Education/ Qualifications

* Minimum 3 years’ experience in enforcement field (E) (A)
* Educated to General Certificate of Secondary Education (GCSE) Grade 2 or equivalent in maths and English (E) (A)
* Possess additional relevant qualifications/experience (D) (A)

## Experience/ Knowledge

* Experience and knowledge of all a wide range of environmental health and licencing areas including Covid-19, noise nuisance, anti-social behaviour & enviro crime (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/I)

## Skills and Abilities

* The ability to work in partnership with a wide range of stakeholders e.g. Police, Members, Parish Councils, Members, Trade organisations, Government Departments, Legal Representatives, Public Health England, etc. (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)

## Miscellaneous/ Other Working Requirements

* Able to access soft ground or cross rough terrain (E) (I)
* Willingness to work outside office hours on occasion (E) (I)
* Access to own vehicle and driving licence (E) (I)
* Work remotely and flexibly as necessary (E) (A/I)
* Ability to occasionally work in the evening and/or weekend