



# South Tyneside Council

## ECONOMIC REGENERATION

### PERSON SPECIFICATION

**POST TITLE:** Technical Support Officer

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"><li>• 2 'A' levels (or equivalent) or</li><li>• ONC in relevant subject; or</li><li>• Significant experience working in a front line regulatory service</li></ul>	<ul style="list-style-type: none"><li>• Qualification in a Regulatory Service Area</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Certificates</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a frontline local authority team</li><li>• Experience of dealing with difficult people</li><li>• Experience of carrying out or assisting in investigations</li></ul>	<ul style="list-style-type: none"><li>• Experience of writing reports</li><li>• Experience of gathering evidence for use in Court</li><li>• Experience of giving evidence</li><li>• Cash and banking experience</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• Work based scenario</li><li>• References</li></ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills</li><li>• Able to use IT including Microsoft Office package</li><li>• Basic working knowledge of at least one area of local authority regulatory or development services</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of enforcement procedures and practices</li></ul>	<ul style="list-style-type: none"><li>• Interview</li><li>• References</li></ul>
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Able to work as part of a team</li><li>• Able to maintain confidentiality</li><li>• Able to relate to people at all levels with empathy and patience</li><li>• Able to work under pressure</li><li>• Able to prioritise and meet deadlines</li><li>• Flexible approach to work</li></ul>		<ul style="list-style-type: none"><li>• Interview</li><li>• References</li></ul>

	<ul style="list-style-type: none"> <li>• Committed to the principles of equality and diversity</li> <li>• Creative and innovative</li> <li>• Open to new ways of working</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Prepared to undertake appropriate training or studies</li> <li>• Prepared to work outside normal office hours when required</li> <li>• Basic clearance from Disclosure Scotland</li> </ul>	<ul style="list-style-type: none"> <li>• Full current driving licence or access to a means of mobility support</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Disclosure Scotland</li> </ul>