

Person Specification Apprentice (Enforcement Officer)

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Ability to work alone or as part of a busy team
- Good numeracy and literacy skills
- Ability to walk up to 10 miles per day, exposed to weather
- Good IT skills
- Be able to deal constructively with feedback
- Willingness to learn
- Ability to work in a fast paced environment
- Ability to undertake and complete an Apprentice qualification

Desirable

- First aid training
- Experience of dealing effectively with demanding members of the public
- Experience of dealing with difficult situations
- Clean driving licence

Part B

The following criteria will be further explored at the interview stage:

- Ability to write legibly
- Numerical accuracy
- Good communication/interpersonal skills
- Reliable and trustworthy
- Flexible attitude
- Good timekeeping

Additional Requirements

- No relevant criminal convictions
- Occupational health clearance
- DBS check