# **PERSON SPECIFICATION: TECHNICAL (LICENSING) POST REFERENCE: 103153**

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

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| REQUIREMENTS | ESSENTIAL CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) | DESIRABLE CRITERIA Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R) |
| **Educational/vocational/ occupational qualifications and/or training**  **Specific qualifications (or equivalents)** | 4 G.C.S.E.’s or equivalent including Maths & English (F)  Good basic literacy & numeracy (F/I)  Good understanding of PACE and RIPA legislation and guidance (F/I)  Able to travel throughout the borough (F) | Competent to undertake licensing inspections (F/I)  PACE trained  RIPA trained |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| **Work or other relevant experience**  **Skills, abilities, knowledge and competencies** | Experience of working in a regulatory environment (F/I)  A detailed knowledge of licensing legislation, Codes of Practice and approved guidance ((F/I)  Ability to deal with difficult people (F/I)  Ability to communicate effectively - both written and verbal (F/I)  Excellent inter-personal skills (F/I)  Ability to work as a member of a team or on own initiative with minimal supervision (F/I) | tieodeo  Experience of working in local government (F)  Practical experience in health & safety (F/I)  Experience of producing written reports (F/I)  Court/Prosecution/Enforcement experience (F/I)  Competent user of computer software such as MS Office (F/I)  Practical application of specialist database system APP (F/I)  Ability to organise and manage personal workload (F/I)  Experience of delivering promotional activities (F/I)  Comprehensive knowledge/experience (F/I) | |
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| * + **General competencies** | To demonstrate an ability to: -   * Remain calm in conflict situations (F/I) * Remain objective under pressure (F/I) * Work effectively under pressure (F/I) * Maintain a professional approach in all circumstances (F/I) * Carry out inspections | To demonstrate an ability to deal with situations in an assertive manner (F/I)  To demonstrate a commitment to self development and improvement (F/I) | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary).