
# Person Specification

**Job Title: Job Title:** Environmental Enforcement Officer

**Grade:**  5

**Directorate:** Neighbourhoods

**Service:** Environmental Services

**Responsible To:** Senior Environmental Enforcement Officer

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| **Essential Requirements** | **Method of Assessment** |
| **Experience/Education/Training*** Relevant qualification (e.g. BTEC, national diploma) or have relevant experience, preferably within the enforcement environment.
* Experience of performing the responsibilities of this post including educating and advising individuals and groups in an enforcement environment.
 | Application Form/ Interview |
| **Skills, Knowledge and Ability*** Knowledge, or the ability to develop knowledge, of all aspects of environmental enforcement to offer technical support and ensure compliance with policies and procedures.
* Good communication skills that demonstrates the ability to listen, understand, interpret, report and respond to the issues that arise in environmental enforcement.
* Able to persuade, negotiate and influence effectively, whilst seeking and considering the views of others.
* Able to effectively use a PC to prepare documents, record information, input data and update and extract data from IT systems.
* Able to provide excellent customer service and be socially confident and self-assured when meeting new people, and to adapt behaviour to meet the customer or situation.
* Able to work effectively within a busy, fast-paced, team environment, or independently.
* Organisational skills that demonstrate the ability to work under pressure, show attention to detail, make decisions and reach conclusions to changing circumstances and deadlines to achieve agreed outcomes.
* Able to work with facts, figures and numerical data.
* Able to take a balanced approach to both a varied or repetitious work load.
 | Application Form/ Interview/Online Assessment |
| **Work Related Circumstances** * Ability to meet the travel requirements of the post.
* Ability to work outside of normal working hours to meet the needs of the service.
* Compliance with health and safety rules, regulations and legislation.
* Commitment to Equal opportunities.
* To demonstrate the Council’s values.
 | Application Form/ Interview |

Date: September 2019