

# 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