# **PERSON SPECIFICATION: Civil Enforcement Officer POST REFERENCE:103218**

**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)** | Minimum GCSE Grade 4 in English and Maths (F,I) | Good standard of education (F,I)  Professional qualification (F,I) – City and Guilds 1889 (civil parking enforcement)  NVQ Level 2 – Enforcement (F,I)  Basic first aid (F,I) |
| * **Work or other relevant experience** | Experience of working in a customer focused environment (F,I) | Experience of regulatory environmental investigations (F,I)  Previous experience in an enforcement role (parking attendant / enforcement officer) (F,I)  Experience / knowledge of PACE (Police and Criminal Evidence Act) (F,I)  Experience of CCTV operation (F,I)Experience of working with animals (F,I) |
| **ESSENTIAL/DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

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| * **Skills, abilities, knowledge and competencies** | Good interpersonal skills (F,I)  Able to deal firmly and professionally in sometimes difficult circumstances (F,I)  Effective communication skills (F,I)  Able to work with minimal supervision and to cope with competing demands (F,I) | tieodeo  Knowledge of relevant parking regulations and highway law (F,I)  Knowledge of environmental crime/enforcement (F,I)  Knowledge of Court proceedings (preparing statements and giving evidence) (F,I) | |
| * + **General competencies** | Must hold a current full UK driving licence (F,I)  Must be able to carry out patrols on foot, for most of the working day (F,I)  Flexible in working hours and able to work additional hours when required (F,I) | Geographical knowledge of the Borough of Hartlepool (F,I) | |
| **ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)** | | |

**On-going Training Requirements**

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

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| **Mandatory/Essential Training** | **Frequency** |
| City & Guilds 1889 (Civil Parking Enforcement) | As part of initial training on appointment and refreshed every 3 years |

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.