**Person Specification**

**Job title: Environmental Enforcement Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Qualifications /**  **Professional Registration/**  **Membership** | 1. Relevant qualification (e.g. BTEC, national diploma) or have relevant experience, preferably within the enforcement environment. | Application Form/ Interview |
| 1. Experience of performing the responsibilities of this post including educating and enforcing against individuals in an enforcement environment. | Application Form/ Interview |
| 1. Knowledge and experience of environmental enforcement legislation including Clean Neighbourhoods and Environment Act 2005, ASB Police & Crime Act 2014 and Environmental Protection Act 1990. | Application Form/ Interview |
|  | 1. Full UK driving licence | Application Form/ Interview |
| **Experience** | 1. Knowledge, or the ability to develop knowledge, of all aspects of environmental enforcement to offer technical support and ensure compliance with policies and procedures. | Application Form/ Interview |
| 1. Good communication skills that demonstrate the ability to listen, understand, interpret, report and respond to the issues that arise in environmental enforcement. | Application Form/ Interview |
| 1. Able to persuade, negotiate and influence effectively, whilst seeking and considering the views of others. | Application Form/ Interview |
|  | 1. Able to effectively use a PC to prepare documents, record information, input data and update and extract data from IT systems. | Application Form/ Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. 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. | Application Form/ Interview |
| 1. Able to work effectively within a busy, fast-paced, team environment, or independently. | Application Form/ Interview |
| 1. Organisational skills that demonstrate the ability to work to competing deadlines, show attention to detail, make decisions and reach conclusions to changing circumstances and deadlines to achieve agreed outcomes. | Application Form/ Interview |
| 1. Able to work with facts, figures and numerical data. | Application Form/ Interview |
|  | 1. Able to take a balanced approach to both a varied or repetitious work load. | Application Form/ Interview |
|  | 1. Able to deal with confrontational situations in a professional manner and respond accordingly. | Application Form/ Interview |
|  | 1. Knowledge of Fixed Penalty Notices/local authority regulatory enforcement. | Application Form/ Interview |
| **Work Related Circumstances/**  **Values of the Council** | 1. Commitment to Equal Opportunities | Application Form/ Interview |
| 1. Compliance with health and safety rules, regulations, and legislation | Application Form/ Interview |
| 1. Ability to meet the travel requirements of the role | Application Form/ Interview |
|  | 1. Ability to work outside of normal working hours to meet the needs of the service. | Application Form/ Interview |
|  | 1. To demonstrate the Council’s values. | Application Form/ Interview |