

Person Specification Enforcement Officer

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Experience of dealing effectively with demanding members of the public
- Experience of dealing with difficult situations
- Ability to work alone or as part of a team
- Good numeracy and literacy skills
- Ability to walk up to 10 miles per day, exposed to weather
- Clean driving licence
- Suitability to work with client group
- DBS check – no adverse criminal convictions

Desirable

- Knowledge of parking procedures
- Basic knowledge of other enforcement duties including litter, refuse and flyposting
- First aid training
- Previous experience of enforcement/parking operations and CCTV operation

Part B

The following criteria will be further explored at the interview stage:

- Ability to write legibly
- Numerical accuracy
- Good communication/interpersonal skills
- Reliable and trustworthy
- Flexible attitude
- Good timekeeping

Additional Requirements

- No relevant criminal convictions
- Able to work out of hours if required