Enforcement and Compliance Officer

Person Specification

We will use these criteria to assess your suitability for the job.

Essential

1. Demonstrate a comprehensive understanding of the law and practices relating to billing, collection, recovery and enforcement of council tax and business rates
2. Demonstrate a comprehensive understanding of the legislation relating to the Taking of Goods Act 2013
3. Plan and prioritise diverse workloads to meet tight deadlines
4. Demonstrate highly developed negotiating sills that are persuasive and influential
5. Demonstrate a proven track record of developing and maintaining positive working relationships with colleagues and stakeholders, both internal and external
6. Communicate effectively, orally and in writing, with a diverse range of people
7. Demonstrate an understanding of the Council's Equalities policy
8. An understanding of the Council's health and safety policy
9. Holds a valid Enforcement Agent Certificate or is willing to work toward obtaining one within an agreed timeframe

Additional Requirements

Holds a full UK driving licence and can travel independently to locations across the city as required

Our Values

Do you share our values of **proud**, **fair**, and **ambitious**?