

Person Specification

JOB TITLE:	Prevention and Enforcement Service Officer	POST NO:	TBA
GRADE	8 (Indicative)	DEPARTMENT:	Adult Services and Communities
HOURS	37 hours (may include evenings and weekends)		
DIVISION:	Safer Peterborough – Prevention and Enforcement Service	DIRECTOR:	Adrian Chapman
DATE:	19/05/16	COMPLETED BY:	Hayley Thornhill and Ian Phillips

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> • Good knowledge of crime, disorder and quality of life issues, including an understanding of national policies, their application at local level and the roles of local authorities, the police and other agencies. • Knowledge of relevant legislation, regulations, standards and core disciplines of work areas, including the Police and Criminal Evidence Act 1984. • Knowledge of data handling and case management processes and knowledge of relevant data protection legislation. 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> • Strong communication skills and the ability to write clear and concise reports. • Strong customer service skills and the ability to explain complex legislation clearly and concisely to members of the public • Ability to analyse and evaluate information and make sound judgements after careful and systematic consideration of relevant information. 	

	<ul style="list-style-type: none"> • Ability to conduct interviews in line with the requirements of the Police and Criminal Evidence Act 1984. • Ability to keep accurate records, ensuring that decision making is well documented, including reasons for action taken. • Ability to work on a number of complex projects simultaneously and respond quickly to changing priorities under pressure. • Ability to take statements for use in court. • Ability to deal with angry and/or distressed members of the public in relation to cases, complaints or other situations. • Ability to resolve conflict in a professional manner. • Ability to problems solve. • Ability to respond positively to change. • Ability to deal with sensitive and potentially distressing cases and keep calm under pressure 	
EXPERIENCE	<ul style="list-style-type: none"> • At least three years' experience of working in a community safety or closely related field in a local authority or similar setting. • Experience of partnership working and building good relationships with external stakeholders. • Experience of enforcement, for example issuing fixed penalty notices or discharging other statutory powers on behalf of the Service. 	
QUALIFICATIONS	<ul style="list-style-type: none"> • Qualification and/or experience in a similar field. • Enhanced DBS 	

PERSONAL CIRCUMSTANCES	Ability to work flexibly depending on the needs of the service, including evenings and weekends and be available on call.	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities	
CUSTOMER CARE	Knowledge and understanding of effective customer care	

[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]