

Person Specification

JOB TITLE: Regulatory Officer

POST NO: 004739

GRADE: 9

DEPARTMENT: Growth & Regeneration

HOURS: Full Time

DIVISION: Regulatory Services

DIRECTOR: Annette Joyce

DATE: Sept. 18

COMPLETED BY: Kerry Leishman

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<p>E1.1 Knowledge of licensing legislation, procedures and practices (A & I)</p> <p>E1.2 Knowledge of investigatory practices including PACE, CPIA and RIPA (A & I)</p>	<p>D1.1 A working knowledge of APP (Flare).</p> <p>D1.2 Knowledge and experience of other regulatory services</p>
SKILLS & ABILITIES	<p>E2.1 Experience of delivering presentations including training and other educational activities. (A & I)</p> <p>E2.2 Ability to communicate confidently with businesses, consumers and other stakeholders in order to ensure effective understanding and enforcement of the law (A & I)</p> <p>E2.3 Ability to prepare written reports, including prosecution reports, committee reports and notices as required. (A & I)</p> <p>E2.4 Ability to work confidently, unsupervised and as part of a team. (A & I)</p> <p>E2.5 Ability to effectively manage time and workloads to ensure priorities are met Competent in using a variety of ICT applications and software. (A & I)</p>	
EXPERIENCE	<p>E3.1 Experience of working within a relevant local authority service (A & I)</p> <p>E3.2 Experience of working in partnership with other regulatory services and organisations (A & I)</p>	<p>D3.1 Experience of handling intelligence and using an intelligence database.</p>

QUALIFICATIONS	E4.1 Minimum 5 GCSE or equivalent (A) E4.2 Minimum 2 A levels or equivalent (A)	D4.1 Licensing Qualification
PERSONAL CIRCUMSTANCES	E5.1 Must possess a current UK driving licence and be able to provide a vehicle for work (A) E5.2 Prepared to work unsociable hours as required to meet service demands (A) E5.3 Prepared to undertake training as necessary for the effective implementation of the post requirements (A)	
EQUALITY	E6.1 Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	
CUSTOMER CARE	E7.1 Knowledge and understanding of effective customer care (A & I)	

[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.]