

## Person Specification

<b>JOB TITLE:</b>	<b>Regulatory Officer</b>	<b>POST NO:</b>	<b>013116</b>
<b>GRADE:</b>	<b>9</b>	<b>DEPARTMENT:</b>	<b>People &amp; Communities</b>
<b>HOURS:</b>	<b>Full Time</b>		
<b>DIVISION:</b>	<b>Regulatory Services</b>	<b>DIRECTOR:</b>	<b>Adrian Chapman</b>
<b>DATE:</b>	<b>October 2020</b>	<b>COMPLETED BY:</b>	<b>Kerry Leishman</b>

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<p>E1.1 Knowledge of Public Health and Health &amp; Safety legislation, procedures, and practices</p> <p>E1.2 Knowledge of investigatory practices including PACE, CPIA and RIPA (A &amp; I)</p>	<p>D1.1 A working knowledge of APP (Flare).</p> <p>D1.2 Knowledge and experience of other regulatory services</p>
<b>SKILLS &amp; ABILITIES</b>	<p>E2.1 Experience of delivering presentations including training and other educational activities. (A &amp; I)</p> <p>E2.2 Ability to communicate confidently with businesses, consumers, and other stakeholders to ensure effective understanding and enforcement of the law (A &amp; I)</p> <p>E2.3 Ability to prepare written reports, including prosecution reports, committee reports and notices as required. (A &amp; I)</p> <p>E2.4 Ability to work confidently, unsupervised and as part of a team. (A &amp; 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 &amp; I)</p>	
<b>EXPERIENCE</b>	E3.1 Experience of working within a relevant local authority service (A & I)	D3.1 Experience of handling intelligence and using an intelligence database.

	E3.2 Experience of working in partnership with other regulatory services and organisations (A & I)	
<b>QUALIFICATIONS</b>	E4.1 Minimum 5 GCSE or equivalent (A) E4.2 Minimum 2 A levels or equivalent (A)	
<b>PERSONAL CIRCUMSTANCES</b>	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)	
<b>EQUALITY</b>	E6.1 Candidates must demonstrate understanding of acceptance and commitment to the principals underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	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.]*