



## South Tyneside Council

### ECONOMIC REGENERATION

#### PERSON SPECIFICATION

**POST TITLE:** Civil Enforcement Officer

**GRADE:** Band 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"><li>• Educated to GCSE standard (or equivalent) in Maths and English language</li><li>• Willingness to learn, undertake and pass covering parking enforcement up to national qualification</li></ul>	<ul style="list-style-type: none"><li>• City &amp; Guilds Level II enforcement or NVQ</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Certificates</li><li>• Interview</li></ul>
<b>Work Experience</b>	<ul style="list-style-type: none"><li>• Experience of dealing with members of the public, especially in respect of contentious issues</li><li>• Experience of lone working/working on own initiative</li></ul>	<ul style="list-style-type: none"><li>• Experience of working with members of the public</li><li>• Experience of enforcement duties</li></ul>	<ul style="list-style-type: none"><li>• Application form</li><li>• Interview</li><li>• References</li><li>• Written Test /Presentation</li></ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"><li>• Proven written communication skills</li><li>• Good observation skills</li><li>• Excellent timekeeping skills</li><li>• Excellent literacy and numeracy skills</li><li>• Excellent interpersonal skills</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of parking enforcement legislation</li><li>• Knowledge of the local area</li></ul>	<ul style="list-style-type: none"><li>• Interview</li><li>• References</li><li>• Written Test /Presentation</li></ul>
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Able to remain calm and confident, and respond logically and decisively, in difficult situations</li><li>• Personable and approachable, but firm when necessary</li><li>• Able to work in a team and develop effective and supportive relationships with colleagues and be considerate towards them to help build a sense of team spirit</li><li>• Self motivated</li></ul>		<ul style="list-style-type: none"><li>• Interview</li><li>• References</li></ul>

	<ul style="list-style-type: none"> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able and willingness to work on a shift system</li> <li>• Able and willingness to work in all weathers</li> <li>• Required to wear uniform</li> <li>• Physically able to meet the demands of the post</li> <li>• Full current driving licence and ability to use Council provided vehicles</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• Interview</li> <li>• DBS Check</li> </ul>