2021 VAC 247

**Person Specification**

**Job title: Regulatory Investigation Officer**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | **Method of Assessment** |
| **Qualifications /** **Professional Registration/****Membership** | 1. Degree Level Qualification in a relevant subject area, such as Law or Legal Studies
 | Application Form/Certificates |
| **Experience** | 1. Experience of working in a legal setting.
 | Application Form/Interview |
| 1. Experience of working in a busy office environment
 | Application Form/Interview |
| 1. Dealing with customers
 | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability** **to develop knowledge,** **skill or experience)** | 1. Excellent research skills.
 | Application Form/Interview/Presentation |
| 1. Strong legal knowledge gained from degree qualification.
 | Application Form/Interview Presentation |
| 1. Strong administrative and organisation skills.
 | Application Form/Interview Presentation |
|  | 1. Understanding and appreciation of client confidentiality
 | Application Form/Interview Presentation |
|  | 1. Strong analytical skills
 | Application Form/Interview Presentation |
|  | 6. Able to see tasks through to completion, ensuring they are completed on time or to deadlines and to a high degree of accuracy. | Application Form/Interview Presentation |
|  | 1. Able to work effectively within a busy team environment, or independently.
 | Application Form/Interview Presentation |
|  | 1. Able to spot patterns and trends and spot similarities
 | Application Form/Interview Presentation |
|  | 1. Good timekeeping skills and able to work towards defined deadlines
 | Application Form/Interview Presentation |
|  | 1. Able to interpret and apply relevant legislation, with support.
 | Application Form/Interview Presentation |
|  | 1. Able to carry out investigations and take appropriate action, with support.
 | Application Form/Interview Presentation |
|  | 1. To effectively use ICT to prepare documents, record information and input data.
 | Application Form/Interview Presentation |
|  | 1. Be able to communicate effectively verbally, in person or over the telephone, and in writing to share and obtain information.
 | Application Form/Interview Presentation |
|  | 1. Able to work at a fast pace and cope well with a higher level of workload.
 | Application Form/Interview Presentation |
|  | 1. Flexible and motivated team member who contributes positively to the environmental health team.
 | Application Form/Interview Presentation |
| **Work Related Circumstances/****Values of the Council** | Commitment to Equal Opportunities | Application Form/Interview |
| Compliance with health and safety rules, regulations, and legislation | Application Form/Interview |
|  | Ability to meet the travel requirements of the post | Application Form/Interview |
|  | The ability to work outside of normal working hours to meet the needs of the service, from time to time | Application Form/Interview |
|  | Ability to attend meetings as a representative of Sunderland City Council, some of which may be outside of normal office hours. |  |