

**RIBBLE VALLEY BOROUGH COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

PERSON SPECIFICATION

**JOB TITLE: TEMPORARY PART TIME DOG WARDEN
REFERENCE NO: CE118**

ATTRIBUTES	ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS
1. EXPERIENCE	
Experience of providing customer service to members of the public.	E
Experience of utilising written and oral communication skills.	E
Previous public sector experience.	D
Experience of collating and presenting evidence.	D
Training and handling of dogs.	D
2. QUALIFICATIONS	
Full driving licence.	E
Educated to GCSE level, with a good standard of numeracy and literacy, ie Maths and English at grade C (equivalent to the new grade 4) or above.	E
National Dog Warden Association qualification/training or equivalent or willing to study to gain a qualification.	D
3. SKILLS/KNOWLEDGE	
Good communication skills and be able to use tact and diplomacy in difficult situations.	E
Responsible for your own workload, so an ability to work on your own initiative.	E
A knowledge of the care and handling of dogs.	E
A knowledge of Flare computer software.	D

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3. SKILLS/KNOWLEDGE	
A good knowledge of the borough.	D
4. PERSONAL QUALITIES	
Able to absorb, retain and apply technical knowledge.	E
Able to communicate effectively in both written and oral forms.	E
Able to logically determine priorities and justify them.	E
Able to produce work to a high standard to specific timescales with minimum supervision.	E
Able to work as part of a team and on own initiative.	E
Able to remain calm in difficult and/or emotive situations and deal effectively with conflict.	E
Good sense of sight, smell and hearing.	E
Able to undertake site visits if required.	E
Ability to lift and manoeuvre dog waste bins into the patrol vehicle.	E