

**Ribble Valley Borough Council
Chief Executive's Department**

PERSON SPECIFICATION

**JOB TITLE: TEMPORARY ENFORCEMENT OFFICER
REFERENCE NO: CE149**

| ATTRIBUTES | ESSENTIAL (E) / DESIRABLE (D) REQUIREMENTS |
|--|---|
| 1. EXPERIENCE | |
| Experience of dealing with the public on a face-to-face basis. | E |
| Experience of working unsupervised and under own initiative. | E |
| Previous experience of working with an enforcement or investigative role. | E |
| 2. QUALIFICATIONS | |
| Five GCSEs at Grade C (equivalent to the new grade 4) or above, including Maths and English. | E |
| Current full driving licence and access to a vehicle for work purposes. | E |
| 3. SKILLS/KNOWLEDGE | |
| Good verbal and written communication skills. | E |
| General awareness of health and safety legislation. | E |
| Access to a vehicle in order to be able to cover premises in outlying areas. | E |
| Basic IT skills e.g. word processing, data entry/viewing. | D |

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| 3. SKILLS/KNOWLEDGE | |
|--|----------|
| Knowledge of legislation relating to Licensing and Coronavirus. Willingness to undertake appropriate training. | D |
| 4. PERSONAL QUALITIES | |
| Ability to prioritise and organise own workload. | E |
| Ability to command respect and enforce in an even-handed manner. | E |
| Thorough and conscientious approach to work. | E |
| Able to work unsocial hours. | E |
| Tactful and diplomatic approach. | E |