

Community Safety Officer

| Person Specification | | |
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| Qualifications | | |
| 1 | Enforcement/compliance qualification or relevant experience in this area | Essential |
| 2 | Willingness & ability to obtain &/or enhance qualifications &/or training for development in this post | Essential |
| Relevant Experience | | |
| All applicants must be able to demonstrate, by providing personal and specific examples on the application form or 2 years' experience in each of the areas listed below: | | |
| 3 | Experience of working in a community safety or regulatory environment | Essential |
| 4 | Experience of dealing with customers and complaints | Essential |
| 5 | Experience of working on multi-agency initiatives | Essential |
| 6 | Experience of using a problem-solving approach to dealing with anti-social behaviour. | Desirable |
| 7 | Experience of working within a local authority or enforcement type role | Desirable |
| 8 | Experience of managing people and/or projects | Desirable |
| Knowledge & Skills | | |
| All applicants must be able to demonstrate, by providing personal and specific examples on the application form of each of the following skills listed below: | | |
| 9 | Able to communicate effectively across a range of formats | Essential |
| 10 | Confident in use of IT and administrative systems (including word and excel) | Essential |
| 11 | Understanding of current tools and legislation available relating to anti-social behaviour and environmental crime | Essential |
| 12 | Able to understand and interpret complex information and requirements | Desirable |
| 13 | Ability to negotiate to ensure that outcomes are achieved | Desirable |
| Personal Characteristics | | |
| 14 | Confident in dealing with challenging situations | Essential |
| 15 | Ability to be firm and fair | Essential |
| 16 | Able to be perceptive and recognise patterns of behaviour | Essential |
| Physical Attributes | | |
| 17 | Able to work independently and use own initiative in order to achieve outcomes | Essential |
| 18 | Must have car available for work and be able to meet the physical and travel/mobility requirements of the post (with or without reasonable adjustments) | Essential |
| 19 | Able to work outside of usual office hours in line with demands of the service | Essential |
| 20 | Ability to live and display the One Council Values and behaviours at work | Essential |