**Oadby and Wigston Borough Council**

**Person Specification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date Issued:** May 2018  | **Job Title:** Anti-Social Behaviour Officer | **Team:** Law and Governance | **Salary Band:**Band 8 | **Car Allowance:** Casual Car User  | **Employment Status:**Permanent Full Time |
| **Criteria**  | **Essential**  | **Method of****Assessment** | **Desirable**  | **Method of****Assessment** |
| **Qualifications and Processional or Vocational qualifications** | * Full valid driving license
* GCSE Grade C in English & Maths, or equivalent.
 | **App****App** |  |  |
| **Relevant experience and knowledge** | * Knowledge of anti-social behaviour, crime and disorder and housing legislation.
* Enforcement experience e.g. Knowledge of issuing of Fixed Penalty Notices.
 | **App, Int****App, Int** | * Understanding of Local Government structure and framework.
* Recognise and deal effectively with sensitive issues.
 | **App, Int****App, Int** |
| **Skills and Abilities** | * Excellent communication skills
* Able to organise and prioritise workload to meet deadlines.
* Ability to understand and interpret legislation and regulations.
* Ability to listen, be diplomatic and resolve problems
* Ability to develop and have knowledge of partnership working
* Able to use Microsoft office packages including Word and Excel
* Ability to compile accurate and concise reports
* Good presentation skills
 | **App, Int****App, Int****App, Int, T****App, Int****App, Int****App, Int, T****App, Int, T****App, Int** | * Able to consider broad issues as well as focus on particular instances.
 | **App, Int** |
| **Attitude and Motivation** | * Approachable
* Adapt a positive attitude in all situations
* Ability to put forward fresh and innovative ideas for improved service delivery
* Committed to excellent customer service.
* Work effectively under pressure and cope with a variety of situations.
* Flexible approach to work.
 | **App, Int****App, Int****App, Int****App, Int****App, Int****App, Int** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assessment Key:** | E = Evidence  | App = Application Form  | Int = Interview  | T = Test/Assessment  |