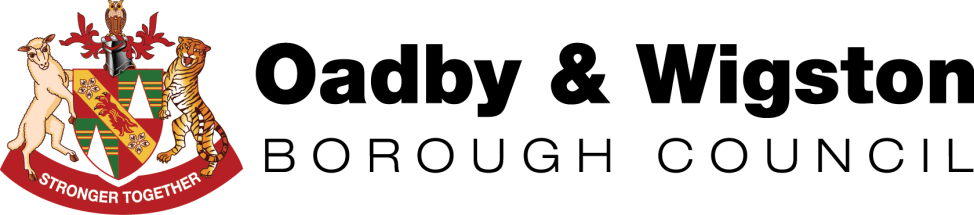
**Oadby and Wigston Borough Council**

**Person Specification**

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| **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** | |  | | |  |

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