

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

PERSON SPECIFICATION

**JOB TITLE: TEMPORARY ENFORCEMENT OFFICER (ENVIRONMENTAL HEALTH)
REFERENCE NO: CE134**

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
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

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4. PERSONAL QUALITIES	
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