



## Lyme Regis Town Council

### Person specification

<b>Job Title</b>	Enforcement Officer	<b>Grade</b>	SCP 18-21 (£31,537-£33,143)
<b>Section</b>	External Works	<b>Hours</b>	<ul style="list-style-type: none"> <li>• 1 Nov to 31 Mar – 27 hours per week (pro-rata for part-time)</li> <li>• 1 Sept to 31 Oct – 37 hours per week (pro-rata for part-time)</li> <li>• 1 Apr to 31 August – 47 hours per week (pro-rata for part-time)</li> </ul>
<b>Reporting To</b>	Operations Manager	<b>Working Pattern</b>	<ul style="list-style-type: none"> <li>• Full time – Up to five days per week</li> <li>• Part-time – Up to three days per week</li> </ul> <p>(This is the maximum and working days will change according to seasonal variations)</p>

Assessment Criteria	Essential	Desirable
Occupational qualifications		
Work-related experience	Ability to prepare reports and statements for evidence	Previous experience in enforcement, security or the police
Other relevant experience	Ability to deal responsibly with members of the public	
Specialist knowledge		Experience in handling dogs  Local knowledge
Job-related skills	Physical fitness  Confidentiality and data security	
Personal skills	Able to work unsupervised  Able to deal with difficult people  Able to maintain good working relationships with the police and other organisations	
Special working conditions	Ability and willingness to work outdoors in inclement weather conditions  Requirement to undertake police vetting	