**EXETER CITY COUNCIL**

**PERSON SPECIFICATION**

 **PUBLIC REALM**

 **COMMUNITY SAFETY & ENFORCEMENT**

**CENTRAL CONTROLLER – PR03204/5**

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| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED**(A) application form(I) Interview(T) Test(O) Other ( R ) Reference |
| **QUALIFICATIONS**Educated to ‘O’ level in two subjects (Maths and English preferred) or equivalent | **🗸** |  | (A) |
| **EXPERIENCE/KNOWLEDGE SKILLS**Problem solving / responsibility experienceDealing with the public – client focussedExperience of managing own time/workloadComputer literacy Good oral communicatorAble to work under pressureAbility to prioritise workCommon senseAble to follow precise instructionsCare related background/working with the elderlyControl centre / CCTV experienceExperience of working Unsocial hoursTelephone/radio operation experience | **✓****✓****✓****✓****✓****✓****✓****✓****✓** | **✓****✓****✓****✓** | (A,I,R)(A,,I,R)(A,R)(A,I,R)(I)(A,R)(A,R)(I,R)(A,R)(A,R)(A,R)(A,R)(A,R) |
| **SELECTION CRITERIA** | **ESSENTIAL** | **DESIRABLE** | **ASSESSED**(A) application form(I) Interview(T) Test(O) Other ( R ) Reference |
| **SPECIAL REQUIREMENTS/ATTITUDE**Self motivated to carry out duties with the minimum of supervisionCalm/ patientSympatheticReliableConfident/ Team playerGood observation skills | **🗸****🗸****🗸****🗸****🗸****🗸** |  |  (A,R)(I,R)(R)(R)(I,R)(I, T) |
| **OTHER**Sound standard of health to enable the post holder to fulfil the range of duties expected of the postGood manual dexterity (Keyboard and system controls)Good hand to eye coordinationClear speechAble to communicate with members of the public under challenging circumstancesMust satisfactorily complete the Non-police personnel vetting process | **🗸****🗸****🗸****🗸****🗸****🗸** |  | (O)(T)(T)(I)(I)(O) |

**COMPLETED BY:** Service Manager Community Safety & Enforcement

**LAST UPDATED:** June 2016