**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 experience  Dealing with the public – client focussed  Experience of managing own time/workload  Computer literacy  Good oral communicator  Able to work under pressure  Ability to prioritise work  Common sense  Able to follow precise instructions  Care related background/working with the elderly  Control centre / CCTV experience  Experience of working Unsocial hours  Telephone/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 supervision  Calm/ patient  Sympathetic  Reliable  Confident/ Team player  Good 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 post  Good manual dexterity (Keyboard and system controls)  Good hand to eye coordination  Clear speech  Able to communicate with members of the public under challenging circumstances  Must 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