

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

**MONITORING
DATA & ENFORCEMENT OFFICER**

Criteria will be assessed via the submitted application form (A), and Interview (I)

Qualities	Essential	Desirable
Qualifications	1. Educated to GCSE (or equivalent) standard with passes in two subjects. (A)	a. A qualification in environmental science/waste management. (A)
Experience	2. Experience in dealing with the public. (I) 3. Experience of producing statistical information (A,I) 4. Computer literate. (A,I) 5. Ability to handle a multi-discipline role in daily work. (I)	b. Experience in working in Local Government. (A) c. Enforcement experience within local authority. (I) d. 2 Years Experience of working in a waste management environment. (A,I)
Personal Aptitudes and skills	6. Good organisational skills. (I) 7. Able to work with a minimum of supervision. (I) 8. Ability to work as a member of a team or independently. (I) 9. Good communication skills and the ability to be tactful and courteous. (I) 10. Flexible approach to work tasks. (A,I)	e. The ability to work under pressure. (A,I) f. Enthusiasm and commitment. (I)
Other requirements	g. Full driving licence and use of a suitable vehicle. (A) h. To provide cover for Supervisory duties as and when required (I) i. Comply with the Council's Equalities and Diversity Policy (I)	