

Public Protection		
Person Specification		
Apprentice Regulatory Compliance Officer		
2 Years Fixed-Term Contract		
Grade LS: 14	Post Number: TBC	
ATTRIBUTES	ESSENTIAL	DESIRABLE
EXPERIENCE	<p>Experience of working within a team</p> <p>Experience of writing reports, letters or other formal documents for internal or external recipients.</p> <p>Experience of record-keeping, data storage and/or retrieval.</p> <p>Demonstrable experience of working successfully to tight deadlines and changing priorities.</p>	<p>Experience of working in a customer orientated environment</p> <p>Experience of dealing with confrontational situations</p> <p>Experience of working collaboratively with external agencies or partners</p> <p>Experience of negotiating and mediating between parties with conflicting viewpoints.</p> <p>Experience of interpreting and applying basic legislation and similar documents</p>
QUALIFICATIONS	<p>Good standard of education including 5 GCSE passes (including English and Maths) (or equivalent)</p> <p>Requirement to study towards and achieve the Regulatory Compliance Officer (RCO) Apprenticeship within 18 to 24 months.</p>	
SPECIALIST KNOWLEDGE/ SKILLS		<p>Knowledge of relevant legislation</p> <p>Ability to investigate offences, prepare concise accurate information reports and give evidence in court proceedings</p>

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<p>IT SKILLS</p>	<p>Competent in the use of MS Office Suite i.e. Outlook, Word and Excel</p> <p>Experience of use of database(s): input and retrieval</p>	
<p>PERSONAL CHARACTERISTICS</p>	<p>Attention to detail</p> <p>Ability to familiarise yourself with, and assimilate, complex information – and as necessary explain it to third parties.</p> <p>Proven ability to communicate effectively (verbal and written) objectively and persuasively where necessary</p> <p>Excellent interpersonal skills and the ability to deal with people with tact and diplomacy in situations of potential conflict.</p> <p>Strongly motivated with ability to work well under pressure and balance priorities</p> <p>Flexible approach to work tasks and willingness to work outside normal weekday office hours as necessary.</p> <p>Personal commitment to continued self-development</p>	
<p>PHYSICAL REQUIREMENTS</p>	<p>This post requires remote working, lone working, office working, site visits and attendance at meetings away from the office</p>	
<p>SPECIAL WORKING CONDITIONS</p>	<p>Ability to work remotely, utilising communication technologies and other practices in place of face to face communication and an office environment</p> <p>A full driving licence that is valid in the UK and access to</p>	

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	a vehicle to travel across the borough	
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PREPARED BY: Geoff Carpenter, Service Manager, Public Protection

DATE: April 2024