

PERSON SPECIFICATION

T139 Compliance Officer

Specification Type	Additional/changed requirements	E/D	Measure
Qualifications & Training	Relevant experience of undertaking H&S checks/inspections	E	1,3
Qualifications & Training	Educated to GCSE / O level	E	1,3,4
Knowledge & Experience	Knowledge of health and safety issues	E	1,3
Knowledge & Experience	Knowledge of issues relating to fire safety	E	1,3
Knowledge & Experience	Experience of providing customer focussed services	E	1,3
Knowledge & Experience	Experience of meeting targets	E	1,3
Knowledge & Experience	Experience of using IT systems including Microsoft Office	E	1,3
Knowledge & Experience	Knowledge of the provisions of the Health and Safety at Work Act 1974	D	1,3
Skills & Abilities	Ability to identify and report building defects and repairs	E	1,3
Skills & Abilities	Excellent oral and written communication skills	E	1,3
Skills & Abilities	Ability to work within a team and also independently	E	1,3
Skills & Abilities	Enthusiastic and self-motivated	E	1,3
Skills & Abilities	Excellent administrative skills	E	1,3
Skills & Abilities	Good planning and organisational skills	E	1,3
Skills & Abilities	Flexible approach to meet the needs of a demanding service	E	1,3
Skills & Abilities	Ability to work across different locations	E	1,3
Skills & Abilities	Ability to keep accurate and up to date records	E	1,3
Skills & Abilities	Ability to maintain data protection and confidentiality	E	1,3
Skills & Abilities	Ability to meet deadlines	E	1,3
Skills & Abilities	Ability to build and maintain good relationships with colleagues and partner agencies	E	1,3
Skills & Abilities	Commitment to equal opportunity and diversity	E	1,3

Car Allowance:

This post is designated car user. Whilst it will not be necessary for the post holder to provide a car for use on Broxtowe Borough Council business, provision must be made however to discharge duties and responsibilities of the post in an effective manner. Employees choosing to use their own vehicle for work purposes must be in possession of a full driving licence.

E/D:

Essential (E)

Desirable (D)

Measure:

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]