Warwick District Council – Person Specification

Job Title: Public Realm Officer

Job number: E07/130

Service Area: Neighbourhood Services

Attributes

Job Specific Qualifications & Experience

Essential:
- BTEC/HND Higher Certificate or Higher Diploma in business or contract management qualification.
- Demonstrable experience of working with contractors, managing and negotiating contracts.
- A good working knowledge of all aspects of waste collection and cleansing legislation particularly the Environmental Protection Act 1990, the Clean Neighbourhoods and Environment Act 2005 and other associated legislation.
- RHS Level 2 diploma in Principles in and Practices of Horticulture or experience of working within Greenspace Development.

Desirable:
- Educated to degree level
- Membership of the Chartered Institute of Waste Management

Non Job Specific Qualifications & Experience

Essential:
- Experience in procurement and evaluation of tender submissions.
- The ability to work with figures and have knowledge of maintaining records and files.

Desirable:
- Experience of change management and service improvement

Job Specific Knowledge, Skills & Abilities

Essential:
- Excellent interpersonal and communication skills both orally and in writing.
- Proven ability to deal tactfully and effectively with people at all levels within the community, the organisation, external agencies and contractors.
- Attention to detail and accuracy
- Proven ability to understand and interpret complex data and quantitative problems.
- Experience of the application and use of IT and keyboard skills to produce reports, spreadsheets and graphs for performance management information.
- Experience of planning and monitoring budgets.

Desirable:
- Ability to present both written and verbal reports at a senior level
Non Job Specific Knowledge, Skills & Abilities

**Essential:**
- Self-motivated and able to work alone with minimum supervision.

**Other Requirements**

**Essential:**
- There are occasions when the post holder may be required to work outside normal office hours including weekends.
- A full driving licence and use of a vehicle is required.
- Undertake training suitable to the posts requirements.