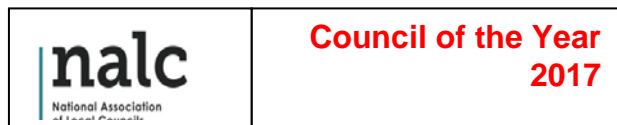




## Person Specification – Support Officer

**\*\*\* This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are 'spent', in addition to any cautions and bindover orders received in the last 12 months \*\***

Criteria	Essential requirements	* M.O.A
<b>Skills, knowledge, experience etc</b>		
	Knowledge of the Licensed Trade and of Licensing Laws.	I & A
	Experience in the development, delivery and management of events.	I & A
	Knowledge of the Town Council's policies and procedures relating to the role.	I & A
	Experience of positive engagement with residents, community groups, Town Council stakeholders and partners.	I & A
	Excellent communication skills, both orally and written.	I & A
	Experience in the accurate completion of tasks within agreed timescales.	I & A
	Experience of the hospitality trade including food production.	I & A
	Knowledge of building and security management systems.	I & A
	Awareness of H&S regulations appropriate to the role.	I & A
	The ability to apply stock rotation systems and other actions to minimise waste.	I & A
	Experience in providing support to external Contractors working on site.	I & A
<b>Qualifications</b>		
	(New) CLAIT or similar equivalent Level 2 IT qualification.	C
	Appropriate Customer Service qualification.	C
	Level 2 Food Hygiene qualification.	C
	Appropriate Level 2 Health & Safety qualification.	C





Health and safety		
<i>Optima Petimus</i>	The ability to use equipment as instructed and trained.	I & A
	The ability to inform management of any health and safety issues which could place individuals in danger.	I & A
	The ability to manually handle and lift safely.	I & A
Personal attributes and circumstances		
	Pleasant, courteous and respectful personality.	I
	Resourceful, proactive and decisive, open, honest and trustworthy.	I
	Demonstrate a flexible, motivated and pro-active approach to service delivery.	I
	Willingness to work unsocial hours.	I

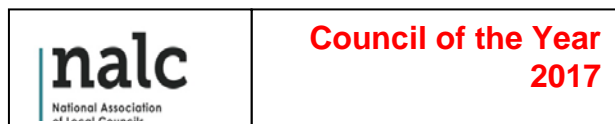
**\*Method of assessment (\*M.O.A)**

**A** = Application form: **I** = Interview : **C**= Certificate

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

Authorised by the Town Council at its meeting on 7<sup>th</sup> March 2019

*George MacKenzie*  
**Town Manager**



*Halewood*



*Optima Petimus*

