

Tunbridge Wells Borough Council
Person Specification



POST TITLE: Community Safety Assistant
GRADE: B
SERVICE: CSU, Policy and Partnerships

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EXPERIENCE	Experience working in an office environment and general administration	Experience working in a multi-agency environment	CV
QUALIFICATIONS/ TRAINING	Educated to a-level standard	Educated to degree level	CV
KNOWLEDGE		Knowledge of Community Safety agencies and the work of Community Safety Partnerships and Community Safety Units	Interview
PRACTICAL & INTELLECTUAL SKILLS	Good level of written English and mathematics, good interpersonal skills. Able to multi-task and prioritise workloads IT literate including use of Microsoft Outlook and Word, Excel and PowerPoint	Analytical skills	CV/Interview
DISPOSITION/ ATTITUDE	Demonstrates initiative, , enthusiastic, “can-do” approach. Confident in dealing with a range of people. Good interpersonal skills and ability to build working relationships.		Interview

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
SPECIAL REQUIREMENTS	An interest in community safety is vital Postholder will need to undergo an Enhanced Criminal Records Bureau check		Interview