

Data Checker

The purpose of the job:
Working closely with the Enforcement Supervisor and Enforcement Officers to collect and analyse boat sightings, data collection and visitor mooring overstaying.
Level of Customer Contact (Please circle):
High
Day to day tasks, including challenging aspects of the job:
<ul style="list-style-type: none">• Collect boat details by walking, cycling or boating.• Use of handheld computer (Q1).• Applying notices to boats for non compliance, i.e. No Licence, Overstaying.• Data inputting and analysis of boat data information.• Face to Face discussions with customers.• Ensure that the safety requirements are adhered to i.e Lone Working, Risk Assessment, Method Statements, Points of Work Assessment,etc.• When requested, assist in the removal of boats under BW Powers.
Give details of any formal training to be offered:
A training programme will be delivered to suit the person's skills and requirements of the role including those listed in the P&C Profile.

The Person

Qualifications and knowledge required: (indicate if essential/preferred)
<ul style="list-style-type: none">• Basic knowledge of BW Policy, Principles and Standards (preferable)• Worked with customers where a structured approach is required
Skills and experience required: (indicate if essential/preferred)
<ul style="list-style-type: none">• A good standard of literacy and numeracy• Computer literate (essential)• The job involves a high level of contact with customers, some of which will be receiving enforcement notices, so good communication skills are essential.• The individual needs to be organised and willing to work for long periods alone on site.• This role requires excellent team working skills, a logical thinker with a positive 'can do' attitude.• Driving licence essential – Livered vehicle.• Uniformed position.• Helmsman/Deckhand qualification (possibly BML) may be required in areas where a patrol boat may be operated.• Need for occasional weekend working, especially during the boating season.
Personal Qualities:
<ul style="list-style-type: none">• Commitment to deal with often difficult issues.• Able to work under own initiative and deliver results in challenging situations.• This role requires excellent team working skills, a logical thinker with a positive 'can do' attitude.