

Recruitment person specification

Position title

PEST CONTROL OFFICE COORDINATOR / DOG WARDEN

Guidance on [how to complete a high quality person specification](#) is on the Orb.

Role requirements

Experience requirements

1. Experience of working within the pest control industry, or considerable alternative experience in a relevant area of work demonstrating sound technical/administration capabilities - Essential
2. Experience and understanding of relevant pest control and control of dog's legislation - Essential
3. Intermediate computer skills including good working knowledge of Microsoft Office software – Essential
4. The post holder must hold a current ordinary class driving license for the use of a range of vehicles - Essential
5. Team supervisory experience - Desirable

Knowledge, skills and understanding requirements

1. Able to demonstrate examples of using own initiative and working without direct supervision - Essential
2. Awareness of legislation and technical developments and changing practices in the Pest Control industry - Essential
3. Demonstrate sound judgement in decision making within agreed governance controls - Essential
4. Knowledge and understanding of legislation relating to the Control of Dogs act - Essential
5. Microchipping Enforcement knowledge and understanding relevant legislation – Desirable
6. Knowledgeable of procurement of equipment required by the service, (including poisons, insecticides) as well as knowledge of specialist storage requirements of these. – Desirable

Qualifications and training requirements

1. Qualified to BPCA Level 2 in Pest Management/Diploma level qualification in general pest control or equivalent. Post holder will be expected to work towards this level of qualification - Desirable
2. Team supervisory experience – Desirable
3. Training or experience of handling dogs - Essential

Job specific requirements

1. The post holder must hold a current ordinary class driving license for the use of a range of vehicles - Essential
2. Qualified to BPCA Level 2 in Pest Management/Diploma level qualification in general pest control or equivalent. Post holder will be expected to work towards this level of qualification - Desirable
3. Dog handling experience and ability - Essential
4. Intermediate computer skills including good working knowledge of Microsoft Office software – Essential
5. Team supervisory experience – Desirable