



SBAA/BFC CYN
INTERNAL & EXTERNAL
ADVERT



CIVIL ENFORCEMENT ASSISTANT (Field Assistant)

HR/22/137

VACANCY NOTICE: HR/22/137

GRADE

Field Assistant / LSZ2

External Salary

€16,079.00 per annum

Internal Scales/Salary

Level Transfer or Promotion, the successful candidate will retain their Terms and Conditions (Old TACOS Employees Under a Pension Scheme will be moved on SBAA old TACOS)

BFC: BFC Band 6

SBAA: SBAA 1

New Terms and Conditions: Local Skill Zone 2 (LSZ2)

CONTRACT TYPE – 2 Posts

1. One Full-Time, Permanent contract
2. One Full-Time, Fixed Term Appointment Contract for 1 year with a possibility of extension or conversion to permanent

IMPORTANT INFORMATION

These roles will have a shift pattern that will be changing throughout a working year. The successful candidates will be informed by the Line Managers on the details of the shift roster and how this will be changing during the year.

HOURS PER WEEK

BFC:36.25

SBAA: 37.50

NEW Terms and Conditions: 37

LOCATION

Akrotiri

ELIGIBILITY

To be eligible to apply for this role, you must be a Cypriot National. This advert is running concurrently both internally and externally. **There will be no priority given to internal candidates.**

Ensure that your application has been correctly completed and all relevant information has been provided. Failure to do so may result in your application being excluded.

Applications from individuals that have either reached or passed the BFC / SBAA Normal Retirement age of 64 will not be accepted.

CLOSING DATE

Wednesday, 11th January 2023, midnight, Local Cyprus Time.



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Late applications will not be accepted.

ESSENTIAL CRITERIA FOR THE ROLE:

- You must undergo and pass as security / police check. If you are found successful, you will be requested to provide a Clean Criminal Record and a Sex Offenders Certificate issued by the Republic of Cyprus.
- You must provide 2 professional references.
- The ability to communicate effectively in English and Greek both verbally and in writing is an essential part of this role.
- Secondary School Graduate.
- IT literacy – Working knowledge of MS Office applications
- Very good knowledge of the local area (SBA of Akrotiri)
- Valid driving licence.
- Integrity of character, initiative and friendly personality.
- Ability to work alone and as part of a team.

For specific details of the role please refer to attached JOB DESCRIPTION.

TO APPLY FOR THIS POSITION:

You must complete the application form and include evidence of how you meet the following

CORE COMPETENCES:

- Working Together
- Communicating and Influencing
- Analysing and Using Evidence.
- Managing Customers and Suppliers.

ADDITIONAL INFORMATION

The recruitment process is a fair and open competition and people will be judged on their own merit.

HOW TO APPLY:

1. To apply for this role please complete the application form located at the following link: [External SBAA BFC Application form](#) & [Internal SBAA BFC Application form](#)
2. This role is assessed through the use of a competency framework. For specific details please refer to: [External SBAA BFC Core Competence](#) & [Internal Core Competence Framework](#)
3. For further information about the role and process involved please contact the Line Manager by telephone: Mr Panayiotis Christodoulides, **Tel No: 25967288 / 25967295**
4. For further recruitment information and guidance please refer to: [Cypriot Nationals Q&A Application Process](#)
5. Once completed **electronically** please send your application by email to: BFC-SBAA-Recruitment-GpMailbox@mod.gov.uk

Only electronic applications via email in the original word format should be submitted (no handwritten applications will be accepted). No hard copy applications will be accepted. Any forms that are submitted in any other format e.g. bitmap, jpeg, pdf will not be considered



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Incomplete forms will not be sifted, please ensure that you complete all the sections on the form.

Only send your application, no CV or any other attachments to the Recruitment group mailbox, please do not attempt to send the application to the Recruiting Line Manager as they will not be able to accept it until it is forwarded through the Recruitment Officer for interview sift evaluation.

Please Note:

You will receive an email to let you know whether or not you have been successful to reach the interview stage, you will only receive feedback of your performance from the interview stage.

JOB DESCRIPTION

(To be reviewed at recruitment or annually at beginning of Reporting Year)

Post Title	Civil Enforcement Assistant (AKROTIRI-EAST)		
Area / Section	AREA OFFICE AKI	Establishment Number	
Grade	FIELD ASSISTANT	Grade Priority	1
Full Time /Part Time	FT	No of Established Hours	37 - 37.5
Required Security Clearance	OS	Position LEC/UKD	CYN
Current Incumbent Name		Employed by BFC or SBAA	SBAA
Brief Description of the Role			
Responsible for patrolling WSBA on daily basis in order to prevent, detect, report and provide intelligence information to his Line Manager for any illegal activities in relation to buildings, businesses, wells, dumping of waste and foreshore.			
Responsible to			
Assistant Area Inspector (East) and Area Officer (Akrotiri)			
Priorities (List in Order)			
The key responsibilities of the post are:			
<ul style="list-style-type: none"> • Patrol thoroughly, at least once a day, the SBA Akrotiri area, report any offences identified, provide any evidence collected from the offence scene and daily records of all reports and evidence provided, all observations made, all instructions given and any other actions taken. • To be updated about any developments in the `sensitive areas` of his designated area territory at least twice a week. • Detect and report an offence within his designated territory within one working day of its occurrence. • Visit external business associates at least once every month. 			
Responsible for (Tasks / Duties)		Percentage (%) of time spent during the working week on each task	
<ul style="list-style-type: none"> • Patrolling the Akrotiri SBA with a view to preventing, detecting and reporting administrative offences (illegal developments, activities and sites), monitoring potential offence sites and providing intelligence to the Area Office Akrotiri and SBA Police. • Assisting with the investigation of administrative offences by preparing statements or other reports, obtaining 		<ul style="list-style-type: none"> • 65% • 15% 	



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<p>information required for prosecution and giving evidence in Court, as required.</p> <ul style="list-style-type: none"> • Liaising with SBA Police, SBA Military Authorities and the RoC Government and local Authorities. • Keeping the work-ticket of his service vehicle and looking after its proper daily maintenance and cleanliness. • Any other relevant duties assigned to him by his Line Manager. 	<ul style="list-style-type: none"> • 10% • 5% • 5% 		
<p>All employees are</p> <ul style="list-style-type: none"> • To undertake ad-hoc duties, as required, that may be reasonably expected by the line manager but are commensurate with the grade, and within the unit objectives. • To carry out responsibilities with regard to BFC Equal Opportunities and Health & Safety Policies. 			
<p>Competences required</p> <p>Essential:</p> <ul style="list-style-type: none"> • Working Together • Communicating and Influencing • Analysing and Using Evidence • Managing Customers and Suppliers <p>Desirable:</p> <ul style="list-style-type: none"> • Improvement and Change • Planning and Managing Resources to Deliver Business Results 			
<p>Training/qualifications required for the post</p> <ul style="list-style-type: none"> • Secondary School Graduate. • Good knowledge of spoken and written English and Greek. • IT literacy – Knowledge of MS Applications • Very good knowledge of the local area (SBA of Akrotiri) • Current driving licence. • Integrity of character, initiative and friendly personality. • Ability to work alone and as part of a team. 			
<p>Equal Opportunities Responsibilities</p> <p>The responsibility for implementing the Department's Equality and Diversity policies is shared by all staff. The Post Holder has a shared responsibility to ensure that the working environment is free from harassment, and that the dignity of others is respected. The Post Holder is required to take care that his/her own conduct does not cause offence and she/he should discourage colleagues from harassing others. Post Holder will be required to undertake a mandated Equality & Diversity training.</p>			
<p>Health & Safety Responsibilities</p> <p>The Post Holder is to take due account of customer care considerations and is responsible for ensuring that their own actions and their environment is free from items/actions that may be considered hazardous to others.</p>			
Originator: LM		Employee:	
Signed:		Signed:	
Date:		Date:	