



SBAA/BFC CYN
INTERNAL & EXTERNAL
ADVERT



CIVIL ENFORCEMENT WARDEN
HR/22/193

VACANCY NOTICE: HR/22/193

GRADE

Local Administrative Officer (LAO)

External Salary

€21,439.00 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 8

SBAA: SBAA 5

New Terms and Conditions: Local Administrative Officer (LAO)

CONTRACT TYPE

Full-Time, Permanent contract

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

ESBA – for Dhekelia Area Office

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. Late applications will not be accepted.



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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 Dhekelia)
- 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: Mrs Maria Lytra, **Tel No: 24744520**
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

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



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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 WARDEN (Dhekelia)		
Area / Section	AREA OFFICES	Position Number	New Role
Grade	SBAA5/ LAO / BFC 8	Grade Priority	1
Full Time /Part Time	FT	No of Established Hours	36.25 / 37.5 / 37
Required Security Clearance	OS	Position CYN/UKFM	CYN
Current Incumbent Name	N/A	Employed by BFC or SBAA	SBAA

Brief Description of the Role

Responsible for patrolling ESBA / WSBA on daily basis in order to prevent, detect, report and provide intelligence information to their Line Manager for any illegal activities in relation to buildings, businesses, waterworks, dumping of waste, the seashore, crown and forest land and other civil administration issues. The incumbent will receive specialised Police training tailor-made to their duties and must have an in depth knowledge of SBAA legislation to enable them to become a qualified, gazetted investigating officer, to write structured reports / statements using the MS Office package, conduct recorded interviews for AOA/AOD prosecution cases, issue written warnings / cautions and fixed penalty notices (FPNs), accumulate required evidence for Court prosecution as well as prepare the relevant dockets (for prosecution cases). Finally, the incumbent will be trained as a drone pilot (the drone will be operated for surveillance / monitoring purposes) as well as to use GPS and other equipment (digital camera etc) for data collection and processing.

Responsible to Civil Enforcement Inspector

Priorities (List in Order)

The key responsibilities of the post are:

- Patrol thoroughly, at least once a day, the assigned areas of the SBA Akrotiri / Dhekelia, report any offences identified, provide any evidence collected from the offence scene.
- Write daily reports /statements on sites for which further evidence needs to be provided, on all observations made, for all instructions given and any other actions taken.
- To be updated about any developments in the `sensitive areas` (High Risk Areas) of his/her designated area territory at least twice a week.
- Detect and report an offence within his/her designated territory within one working day of its occurrence.
- Use / operate the drone on a regular basis to monitor specific areas of concern.
- Issue written warnings and FPNs as appropriate.
- Carry out investigations in cases where illegal civil administration activities have been detected, including assimilation of all required evidence and conduct of recorded interviews.
- Preparation of prosecution dockets.
- Visit external business associates at least once every month.



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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 / Dhekelia SBA (Approx. 40sq. Km) with the view to preventing, detecting and reporting administrative offences (illegal developments, activities and sites), monitoring potential civil admin offence sites, issuing written warnings and FPNs and providing intelligence to the Area Office Akrotiri / Area Office Dhekelia and SBA Police; • Assisting with the investigation of administrative offences by preparing statements or other reports, obtaining information required for prosecution, carrying out recorded interviews, preparing prosecution dockets and giving evidence in Court, as required; • Supervision of field Assistants • Liaising with SBA Police, SBA Military Authorities and the RoC Government and local Authorities; • Keeping the work-ticket of his/her service vehicle and looking after its proper daily maintenance and cleanliness; • Any other relevant duties assigned by the Line Manager. 	<ul style="list-style-type: none"> • 45% • 30% • 10% • 5% • 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 regarding BFC Equal Opportunities and Health & Safety Policies. 	
<p>Competences required</p> <p>Essential:</p> <ul style="list-style-type: none"> • Communicating and Influencing • Analysing and Using Evidence • Working Together • 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 – good knowledge of MS Office applications • 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>	



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- 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.

Health & Safety Responsibilities

- 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.

Originator: LM		Employee:	
Signed:		Signed:	
Date:		Date:	