# Voice_Logo_RGB_VW

**SUPPORTING STATEMENT**

**JOB TITLE: Witness Care Officer**

**Closing Date: 7 February 2022**

**Interviews: 22 February 2022**

**Person Specification**

**Essential Criteria:**

**Your supporting statement will be assessed for your suitability for interview.**

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|  | Please provide a supporting statement setting out how you meet the following criteria, providing specific examples for the following | **Score** |
| **1** | ***Experience of working in a fast paced environment, adhering to deadlines and delivering results through effective planning and organisation of own workload, demonstrating the ability to prioritise and manage demands, even under pressure. (SS)*** |  |
| **2.** | ***Ability to cope with a demanding working environment and issues of a sensitive nature. (SS)*** |  |
| **3.** | ***Previous experience of working within a Customer Service environment dealing with members of the public, successfully managing conflict, difficult and sensitive situations. (SS)*** |  |
| **4.** | ***Previous experience of administration, with the proven ability to maintain a high level of accuracy and attention to detail. (SS)*** |  |
| **5.** | ***Demonstrate the ability to respond to change in the working environment by showing a willingness to adapt and be flexible in changing circumstances. (SS)*** |  |

Please note all applicants must have been resident in the U.K for 3 years prior to applying.