



Job Description

Job Title:	Enforcement Agent
Department:	Enforcement Office
Responsible to:	Enforcement Agent Manager/Assistant Managers
Location:	External Post Operating from Redditch, Worcestershire Or from your home address

Duties & Responsibilities

- Work away from the office on your own initiative attending properties anywhere in England and Wales at a time to meet defaulters/occupants
- You require a driving licence (minimum 12 months) and a reasonable driving history and temperament
- You must be able to use the maps/SAT NAV/hand held applications we provide to locate the addresses we give you and record required data
- You need the confidence to meet people and ask them for the money they owe
- Ask people for simple information to fill out a questionnaire
- Set up payment arrangements where necessary following the guidelines we give you
- Locate, value, take control of/remove goods belonging to the debtor
- Complete necessary paperwork to comply with legislation
- Write a neat, short report about your visit where required
- Have a working knowledge of the legislation & guidelines we give you and adhere to them
- Responsible for handling cash payments and issuing receipts
- Work away from home overnight as required
- Have a very flexible approach to the hours required to be worked which will include unsocial hours and Saturdays as required

- Have a flexible approach to all aspects of Enforcement work
- Assist with any other duties that are within the scope of the job purpose