

## **BROXTOWE BOROUGH COUNCIL**

### **PERSON SPECIFICATION**

#### **VERIFICATION ASSISTANT**

<b>Qualifications &amp; Training</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Basic numeracy and literacy	E	1

<b>Knowledge &amp; Experience</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Previous experience of working at a count or counting	D	1

<b>Skills &amp; Abilities</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Ability to work as a team member	E	1
Professional manner	E	1
Good time keeping	E	1
The ability to complete the work assigned to you	E	1
Ability to maintain confidentiality	E	1
A commitment to equality and diversity	E	1
Ability to work as instructed, accurately, even under pressure	E	1
Ability to remain politically neutral	E	1
Ability to act impartially	E	1

<b>Other Requirements</b>	<b>Essential/ Desirable</b>	<b>Measure</b>
Able to work overnight, if necessary	E	1

#### **Car Allowance**

This post does not carry a designated car user status. Mileage will be paid at 45p per mile, subject to the submission of VAT receipts for fuel covering the period of the claim.

#### **Measure**

1. Application form
2. Test after shortlisting
3. At interview
4. Documentary evidence
5. Other [please specify]