PERSON SPECIFICATION

SUPPORT OFFICER – L24 L25 L47

Specification Type	Additional/changed requirements	E/D	Measure
Person Skills	Ability to work as part of a small team	E	1,2
Person Skills	Be able to communicate effectively	E	1,2
Person Skills	Ability to work unsupervised and take initiative when necessary	E	1,2
Person Skills	Effective organisational skills	E	1,2
Experience	Relevant work experience	D	1,2
Knowledge	Knowledgeable in office procedures and health & safety legislation	D	1,2
Special Requirements	Must be flexible and highly motivated	E	2
Special Requirements	Must be physically able to undertake the duties of the post	E	1,2
Special Requirements	Must be willing to work unsocial hours and weekends	E	2
Special Requirements	Must hold a clean driving licence	E	1,3
Car Allowance	The post holder will have access to a council vehicle.		

Car Allowance:
This post does not carry a designated car user status. This post holder will have access to a council vehicle whilst at work.

E/D:
Essential (E)
Desirable (D)

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