

PERSON SPECIFICATION

T305 Parking and Electric Vehicle Technical Officer

Specification Type	Additional/changed requirements	E/D	Measure
Personal Skills	Ability to work within a team	E	1, 3
Personal Skills	Ability to communicate clearly and effectively	E	1, 3
Personal Skills	Ability to work on own initiative and under pressure	E	1, 3
Personal Skills	Versatility and flexibility to be able to deal with issues	E	1, 3
Personal Skills	Ability to prioritise workload	E	1, 3
Personal Skills	Put into practice the Councils commitment to excellent customer care	E	1, 3
Personal Skills	Reliability	E	1, 3
Personal Skills	Willingness/ability to learn	E	1, 3
Personal Skills	Competent in using IT systems	E	1, 3
Experience	Experience of providing business support in a busy environment	E	1, 3
Experience	Experience of data input ensuring accuracy and where appropriate confidentiality.	E	1, 3
Experience	Experience of using IT and common business support packages including word processing and databases	E	1, 3
Experience	Dealing with the public/working in a customer service environment	E	1, 3
Experience	Advising customers on complex and contentious issues	D	1, 3
Experience	Experience with data analysis and creation of reports using tools such as Excel.	E	1, 3
Attainments/Qualifications	Maths and English GCSE at Grade C/4 or above or equivalent	E	1, 3
Attainments/Qualifications	An NVQ in Administration or equivalent	D	1, 3
Knowledge	Basic office procedures and practices	E	1, 3
Knowledge	Local authority practices and procedures	D	1, 3
Knowledge	Local knowledge of various town centres throughout the Borough.	D	1, 3
Special Requirements	Physically able to undertake the duties of the post.	E	1, 3, 4
Special Requirements	Able to walk long distances and flights of stairs when required.	E	1, 3
Special Requirements	Full UK Driver's license	E	1, 3

Car Allowance:

This post carries a designated car user status.

E/D:

Essential (E)
Desirable (D)

Measure:

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