

PERSON SPECIFICATION

Post Title	Senior Harbour Assistant	Band	7	Job Evaluation Reference	G625
Required Attributes					
1. EDUCATION AND TRAINING				Essential	Desirable
Qualifications as an essential criteria can only be asked if it is a <u>fundamental</u> requirement of the role (i.e. the role could not be done without it). Otherwise, a qualification should be used as an <u>indication</u> of the knowledge required to perform the role and equivalent knowledge/experience* should be considered (i.e. SCQF Level 6 or equivalent knowledge/experience)					
*equivalent knowledge/experience can be gained in several ways including relevant work experience, voluntary or community activities, on-the-job or off-the-job training or full-time or part-time study					
VHF Operators Licence				✓	
Boat Masters Licence or RYA Powerboat 2 (Commercial)					✓
Harbour Masters Diploma or similar					✓
2. KNOWLEDGE AND EXPERIENCE				Essential	Desirable
Consider what knowledge and experience is essential at the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Boat handling				✓	
Harbour/marina operations					✓
Management of personnel					✓
Health and Safety, PMSC and SMS				✓	
3. SKILLS AND ABILITIES				Essential	Desirable
Consider what skills and abilities are essential the point of recruitment and what can be considered desirable and can be learned through on-the-job training					
Effective verbal and written communication				✓	
Customer focused				✓	
Computer literate				✓	
Work with minimum supervision				✓	
Use own initiative				✓	
4. PERSONALITY FACTORS				Essential	Desirable

• Include personality traits and interpersonal skills that align to the Councils Core Behaviours		
Flexible approach to work	✓	
Confidence to deal with the public	✓	
Enthusiasm	✓	
5. OTHER REQUIREMENTS	Essential	Desirable
• Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc		
Full UK driving license	✓	
Ability to work flexible hours	✓	
Employees are the Council's greatest asset and through our SUPPORT we are expected to work together and demonstrate the following core behaviours: • Strengthen – our Communities • Understand – our children's needs • Protect – our vulnerable people • Promote – equality and diversity • Open and transparent – at all times • Respect – our environment • Treat – each other with kindness		

Guidance:

A factsheet on writing a person specification is available on Connect within the recruitment policy/procedure.