PERSON SPECIFICATION

Post Title	Workshop Labourer	Band	5	Job Evaluation Reference	G839

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**		
Basic numeracy and literacy skills	✔	
Relevant qualification or evidence of training in relevant subject		✔
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**		
Moderate experience in a driving/ labouring or other relevant role	✔	
Moderate experience driving category C/C plus E vehicles		✔
Practical experience of maintaining and/or cleaning premises	✔	
General knowledge of vehicle and plant maintenance operations	✔	
Health and safety practices within a workshop	✔	
DGC policies and procedures		✔
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**		
Working on own initiative, following instructions as required	✔	
Effective time management skills	✔	
Team working	✔	
General maintenance skills	✔	
4. PERSONALITY FACTORS	**Essential**	**Desirable**

• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Team player	✔	
Works well under pressure	✔	
Able to work well under own initiative	✔	
Confident and dependable	✔	
Effective time management	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Full driving licence	✔	
Flexibility in working arrangements	✔	

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.