PERSON SPECIFICATION

Post Title	Driver 2	Band	3	Job Evaluation Reference	BM36(2)

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**		
D1 Entitlement	✔	
Disability Training		✔
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**		
Some experience of driving D1 vehicles	✔	
Disability awareness		✔
Vehicle types/operation	✔	
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**		
Organisational skills	✔	
Calm under pressure	✔	
Respond positively to criticism	✔	
4. PERSONALITY FACTORS	**Essential**	**Desirable**
• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Team player	✔	
Clear communicator	✔	

Self-motivated	✔	
Organised	✔	
Ability to act independently	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Full current driving license	✔	
Able to work outwith office hours	✔	
Flexible	✔	

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.