PERSON SPECIFICATION and ASSESSMENT FORM

Dumfries & Galloway COUNCIL

Candidate Name		**Post Ref No**	
Post Title	Harbours Craning Assistant	**JE Ref**	U925
Service	Communities – Roads and Infrastructure	**Band**	3
Base	Dumfries & Galloway		

References	Name	*Good*	*Fair*	*Poor*
1				
2				

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
1. Education and Training	Score	
Educated to SCQF Level 4	E	
Boat Masters Licence		D
2. Experience	Score	
Craning / general plant operation		D
Sailing / water sports		D
3 Skills and Abilities	Score	
Good oral skills	E	
Good customer care	E	
Able to work flexible hours	E	
Ability to use own initiative	E	

Requirements *Essential (E) or Desirable (D)*	**E**	**D**
4. Knowledge	Score	
Harbour / Marina Operations		D
Health and Safety		D
5. Personality Factors	Score	
Flexible approach to working	E	
Confidence to deal with the public	E	
Enthusiastic and keenness to learn	E	
6. Other Requirements	Score	
Ability to travel & have access to a vehicle/transport		D
Public sector working		D

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

Interviewer	**Date**	Candidate **Total Score**	

person-specification_2012