PERSON SPECIFICATION

Post Title	HWRC Operative	Band	3	Job Evaluation Reference	G698

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**		
Educated to SCQF Level 5 or equivalent knowledge/experience		✓
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**		
Experience in the waste industry, building industry or another relevant industry		✓
Experience of providing a service to customers		✓
An understanding of the importance of recycling		✓
An understanding of the importance of health and safety in the workplace	✓	
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**		
The ability to make logical decisions in pressure situations	✓	
The ability to communicate clearly and concisely	✓	
Computer literate (MS Office)	✓	
Problem solving and innovative skills	✓	
Ability to work without supervision		✓
4. PERSONALITY FACTORS	**Essential**	**Desirable**

• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Good communication	✓	
Self motivated	✓	
Able to work calmly under pressure and in potentially conflicting situations	✓	
Good interpersonal skills	✓	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Driving Licence		✓
Able to work on call and at weekends where necessary	✓	

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.