PERSON SPECIFICATION

Post Title	Joiner	Band		Job Evaluation Reference	
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**					
Good standard of education				✔	
SVQ/City & Guilds Carpentry & Joinery				✔	
SVQ/City & Guilds Construction Skills					✔
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**					
Time Served Carpenter/Joiner				✔	
General experience of all trades within construction, maintenance & repairs environment				✔	
Mobile Working				✔	
Health and Safety				✔	
Customer Expectations				✔	
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, with minimum required supervision				✔	
Good Organisational / Time Management Skills				✔	
Good Communication Skills				✔	
Team Working				✔	
4. PERSONALITY FACTORS				**Essential**	**Desirable**

• **Include personality traits and interpersonal skills that align to the Councils Core Behaviours**		
Proactive	✔	
Confident	✔	
Ability to Work Under Pressure	✔	
Polite / Courteous	✔	
5. OTHER REQUIREMENTS	**Essential**	**Desirable**
• **Include other criteria not covered in sections 1-4 i.e. Driving License or SSSC registration etc**		
Flexibility	✔	
Participate on On-Call Rota	✔	
Full Driving Licence	✔	

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.