

Recruitment person specification

Post being recruited for: **Vehicle Examiner**

Council core competencies

These apply to all posts

Being customer / client focused

Working effectively with others

Managing change

Taking ownership and responsibility

Communicating effectively

Planning and decision making

These apply to posts with responsibility for managing people or resources

Leading others

Managing performance and developing others

Political sensitivity

Managers

1. Specify what the essential requirements are for your vacancy under each category. All candidates that have disclosed a disability must be interviewed if they meet the essential requirements.
2. Specify what the desirable requirements are for your vacancy under each category. Desirable criteria can be used to shortlist candidates if you have a high volume of applicants. However, you cannot use desirable criteria when shortlisting any candidates that have disclosed a disability.

Person specification

Category

Essential

Desirable (not every post needs desirable requirements)

Experience

Experience of vehicle maintenance and testing within a busy environment.

Taxi vehicle mechanical experience.

<p>Knowledge, skills and understanding</p>	<p>Understanding of Health and Safety requirements within Vehicle Maintenance/Testing facility.</p> <p>ICT literate with a working knowledge of all Microsoft packages.</p>	<p>Knowledge of Taxi/Private Hire Car Licensing legislation and conditions.</p> <p>Knowledge and understanding of Quality Management Systems.</p> <p>Knowledge and understanding of the challenges facing local government.</p>
<p>Qualifications and training</p>	<p>Qualification in Vehicle Maintenance and inspection.</p> <p>DVSA Class 4 MOT Qualification</p> <p>Full UK Driving Licence</p>	<p>Experienced in MOT Testing.</p>
<p>Job specific requirements</p>	<p>Strong interpersonal skills and able to communicate effectively with customers and colleagues.</p> <p>Ability to manage a range of duties and meet deadlines and specific targets.</p> <p>Ability to remain calm and respond positively to challenging situations and difficulties</p>	