

Recruitment person specification

Post being recruited for: Water Quality Assistant
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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	<ul style="list-style-type: none"> • Experience in managing access and any service disruptions with colleagues and customers • Experience in customer facing role 	
Knowledge, skills and understanding	<ul style="list-style-type: none"> • Knowledge of how to update Zetasafe compliance management system • Good communication skills on all levels • Planning and organising skills to allow for works to be carried out • Working to tight deadlines 	
Qualifications and training	<ul style="list-style-type: none"> • TMV servicing and replacement skills • Full driving licence • Legionella awareness 	
Job specific requirements	<ul style="list-style-type: none"> • The post holder is required to reprioritise their workload to accommodate emergency calls. • For the majority of the time the post holder will be standing and crouching for long periods under floorboards, in attics, cupboards, boiler houses, shower cubicles and basements. • The post holder is required to lift and carry heavy items also tools/ladders up flights of stairs where there are no lifts. 	

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