

Recruitment person specification

Post being recruited for: **Production Operative**

Our Behaviours

These apply to all posts

Respect – We're inclusive, we promote equality, we treat people with fairness, understanding and kindness and we consider others in our decisions and actions.

Integrity – We're open and honest, we take responsibility, we build trust and we pull together to do what's right for our residents, colleagues and city

Flexibility – We're open minded, we keep it simple, we adapt to provide great service and find better ways of doing things, and we embrace opportunities for shared working and learning

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">• Excellent Customer Service skills• A good knowledge of Microsoft applications.• Full clean driver's licence	<ul style="list-style-type: none">• Understanding of Print Production Processes

Knowledge, skills and understanding	<ul style="list-style-type: none"> • Have the ability, experience and knowledge to work with minimal supervision to ensure deadlines are met • Demonstrate sound judgement in decision making within agreed governance controls 	<ul style="list-style-type: none"> • Proven track record in print production supervision / management • Knowledge of stock control • Working knowledge of Health and Safety processes.
Qualifications and training	<ul style="list-style-type: none"> • Qualified to a minimum of Standard Grade (or equivalent) or have significant relevant experience. 	
Job specific requirements	<ul style="list-style-type: none"> • Some heavy lifting • Deliver goods for the department to schools, libraries and other customers as and when required. 	