

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making	
These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity	

Porter/Handyperson	Essential	Desirable
Experience	Experience of working with a recognized trade (electric, gas, plumbing, decorating, minor maintenance) Experience of working with members of the public Experience of stock counting Testing and maintaining records Working with hand tools and small power tools	A recognisable trade qualification Experience of working in a care setting
Knowledge, Skills and Understanding	Basic technical skills and use of simple work tools Knowledge of basic building maintenance Ability to communicate with a range of individuals Basic literacy skills Interpersonal skills	Understanding of the needs of older people Understanding of the need to protect vulnerable adults Knowledge of the National Care Standards for Adult Care

	Knowledge of Health and Safety guidelines eg. COSH, Legionella guidelines, Fire Safety, Manual Handling	
Qualifications and Training	No specific qualification required. Post holders will be expected to undertake a range of mandatory training	A recognised trade qualification
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		