

Recruitment person specification

Post being recruited for: Modern Apprentice Business Administration

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

None Required

Any type of work experience, voluntary work, community work, helping out family and friends. Participation in school based and/or extracurricular activities

Knowledge, skills and understanding	Demonstrate an interest and enthusiasm in working in an office environment/business administration. Good written and verbal communication skills.	Knowledge of the Council and the services provided. Able to demonstrate an ability to work using own initiative within boundaries.
	Familiarity with office IT systems/software.	Experience of working with office IT systems/software.
Qualifications and training	Must have at least three National 4 or 5s or equivalent qualifications in a relevant business related subject areas. e.g. English, Maths, Business Studies, ICT or Communications.	National 4 or 5s in Modern Studies or other relevant subjects.
Job specific requirements	Must have left school Dec 2023, May/June 2024, Dec 2024, May/June 2025 or Dec 2025. Or Be up to the age of 29 years if you have a disability. Or Be up to the age of 29 years if you are Care Experienced/a Care Leaver. Or Be currently on a City of Edinburgh Council Employability Programme.	

