



ADUR & WORTHING  
COUNCILS

## PERSON SPECIFICATION

<b>Authority:</b>	WBC/ADC
<b>Service Block:</b>	Digital and Resources
<b>Section:</b>	Engineering Services
<b>Post Title:</b>	(Apprentice) Technical Assistant
<b>Post Number:</b>	10552
<b>Accountable to:</b>	Engineer
<b>Management responsibility for:</b>	N/A
<b>Authority to liaise with:</b>	See Job Description

Area	Requirements	
	Essential	Desirable
<b>Qualifications</b>		
	Five GCSE's inc. Maths, English and Science (or equivalent qualification)	Five GCSE's inc. Maths, English and Science grade C or above (or equivalent qualification)
<b>Knowledge &amp; Experience</b>		
(e.g. Technical, Administrative, Managerial – use one or more categories as/where appropriate)	Interest and ability to draw both freehand and with the aid of instruments.  Interest in developing practical knowledge of general civil/municipal engineering principles and theories.	AutoCad experience.  Experience of carrying out topographical surveys.  Experience of financial budgets and cost control.  Local government experience.
<b>Skills</b>		
Communication / relationship	Excellent communication skills to communicate clearly and concisely both verbally and in writing.  Excellent customer care skills and committed to delivering a high quality service	

Analytical/ judgmental	<p>Ability to resolve practical problems and enquiries quickly and correctly.</p> <p>Ability to explain and report the analysis of a problem resolution.</p> <p>Attention to detail to produce concise work.</p> <p>Ability to collate, analyse and interpret information accurately</p>	
Planning/ organisational	<p>Ability to work independently and use initiative.</p> <p>Proven ability to work to time and budgetary constraints</p> <p>Ability to deal with Changes of task and priorities own work load.</p>	
IT	Good understanding and interest in ICT and data collection.	Computer Aided Design – AutoCAD knowledge or experience
<b>Abilities</b>		
Physical	<p>Be reasonably fit and agile to be able to if necessary climb over rough inclined ground and up ladders.</p> <p>Some physical tasks such as climbing ladders, accessing gantries or deep culverts and sewers may be involved.</p>	Not be afraid of heights or be claustrophobic and be able to swim at least 50m.
Mental	Be self-reliant, self-motivated, assertive, confident, tactful and calm under pressure.	
Emotional	Willing to learn and accept new challenges.	

	Have an even positive temperament and mature in nature.	
Working conditions / Style	Flexible working style, office based with periods on site.	
<p><b>Other:</b></p> <p>The post holder will need to demonstrate</p> <ul style="list-style-type: none"> <li>• A flexible and forward thinking attitude to work.</li> <li>• Ability to communicate and work well within an open planned office environment and with colleagues within the same team and other sections requiring a high level of cooperation and consultation.</li> </ul> <p>The post holder must hold a full UK driving licence or willing to obtain a full licence within the 1<sup>st</sup> year of the apprenticeship.</p>		

**Person Specification agreed by:**

<b>Post holder (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Line Manager (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	
<b>Head of Service (Print name):</b>	
<b>Signature:</b>	
<b>Date:</b>	