

<b>Job Title</b>	Senior Craft employee	<b>Directorate</b>	Neighbourhoods
<b>Grade</b>	Band F	<b>Service Area/Section</b>	Asset Management and Maintenance
<b>Reference No</b>		<b>Signature</b>	N Martin

The Personnel Specification outlines the main attributes needed to adequately perform the post specified. In drawing together the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Personnel Specification is intended to give prospective candidates a better understanding of the position's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates and in determining an applicant's suitability for employment, whilst giving due consideration to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.

	Essential	N/A	How identified
<b>1. Qualifications</b>			
What does the job require in the way of: -  Level of formal qualifications required to carry out the job. Describe these by level of attainment and by subject matter where appropriate, e.g. Degree, HNC, Professional Qualifications, GCSE's, CIPFA etc. Consider carefully whether these are absolutely necessary.	Level 3 relevant qualification	<input type="checkbox"/>	Formal possession of an appropriate qualification to be verified at interview or from records.
<b>2. Experience</b>			
What does the job require in the way of: - Specific related job experience and in what type of working environment. What kind of life experience could supplement or replace this? Which is more important to the success of the job?	Candidates need to demonstrate 5 years building experience and have technical / supervisory experience.  Ability to communicate at all levels and effectively organise.  Use of ICT systems	<input type="checkbox"/>	Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.
<b>3. Training</b>			
What does the job require in the way of: -  Specific and/or specialist training in order to do the job, e.g. training in recruitment and selection, supervisory, management, inter-personal skills. Apprenticeship in a recognised trade. Practical training in the use of specific equipment, word processing etc.	Must be willing to undertake ILM3 in Supervisory Management and any training as necessary.	<input type="checkbox"/>	Past training history from application form and records. Selection process by <b>demonstration</b> of ability to display knowledge and skills at the interview.

4. Special Knowledge			
What special knowledge is required in order to perform the job properly, e.g. a knowledge of employment legislation, accounting, financial planning regulations, languages, computer systems, local area etc?	Trade employees, Health and Safety knowledge and ability to work with ICT packages. Must possess knowledge of current legislation regarding Building Works.	<input type="checkbox"/>	Qualifications held and demonstration of knowledge at interview.
5. Circumstances (personal)			
What kind of personal circumstances are required to do the job properly? The ability to work shifts, weekends etc. The willingness and ability to travel and stay away from home. Willingness to live-in if the job requires. Ability to drive, car ownership.	A flexible approach to Teamwork will be required. Must be able to travel across Sandwell.	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
Consider how you would want the successful applicant to demonstrate the council's values and behaviours. Which are particularly important for the role and how might these be evidenced?  <b>Trust</b> – Shows respect, makes a personal impact, is open and honest.  <b>Unity</b> – Focusing on customers, working with a team, communicating effectively.  <b>Progress</b> – Being open to change, focusing on performance, getting team results	<b>Customer Focus</b> Demonstrate ability to: Deliver a qualitative customer service based on a thorough knowledge of needs. Understand the clearly defined standards and ensure these are cascaded to employee who they manage. Pro-actively assess current customer service provision and seek to ensure changes are put in place to address gaps identified. <b>Working in Partnership</b> <b>Demonstrate ability to:</b> Understand the departmental goals and work with others to achieve them. Use the experience of others to achieve goals, work in partnership to establish, review, challenge and assist in the drafting of frameworks, programmes, key projects as appropriate.	<input type="checkbox"/>	Performance in related selection process, e.g. exercises, group discussion, problem-solving, questions etc.
7. Practical and Intellectual Skills			
What practical and intellectual skills are required for performing the job effectively? Does the person need to be a practically orientated person; should they be able to make decisions, should they be able to understand information derived from complex reports? What degree of manual dexterity is needed? Does the applicant need to be mechanically minded?	<b>Promoting Change and Continuous Improvement</b> <b>Demonstrate ability to:</b> Assist in the identification of problems and in line with policies/processes address through practical, relevant methods. Understand the process of change and actively promotes and participates in the process. Use and apply New Technology approaches to the working environment – promoting the benefits of such within the work area. <b>Analysing and Using Evidence</b> <b>Demonstrate ability to:</b> Secure appropriate evidence to use as a basis for decisions.	<input type="checkbox"/>	Performance in related selection process.

	<p>Assist in the identification of changing priorities and demonstrate ability to plan for their implementation.</p> <p>Use a variety of tools in the collection and analysing of data.</p> <p>Assist in ensuring that evidence is used appropriately and consistently within the wider context and in line with organisational policies/practices.</p> <p><b>Planning and Managing Resources and Projects</b></p> <p><b>Demonstrate ability to:</b></p> <p>Understand and work to agreed departmental objectives.</p> <p>Understand the wider link between departmental/organisational objectives and seek to ensure a correlation to such in all tasks undertaken.</p> <p>Contribute to the departmental programme on the management of resources.</p> <p>Ensure that resources are appropriately and effectively deployed.</p> <p><b>Communication and Influencing</b></p> <p><b>Demonstrate ability to:</b></p> <p>Understand the importance of effective cross-departmental communication with the ability to recognise and resolve any dysfunctional aspects of such.</p> <p>Adjust to changing situations and communicate these.</p> <p>Show/prove strong negotiating skills with the ability to clearly, concisely and tactfully convey thoughts and ideas.</p> <p><b>Transformational Leadership and Motivation.</b></p> <p><b>Demonstrate ability to:</b></p> <p>Clearly explain roles and responsibilities of employee/s and expected standard of performance.</p> <p>Keep employee/s informed about what is happening.</p> <p>Understand and demonstrate coaching and development techniques of others and manages own development.</p> <p>Show evidence of post development follow up with employee/s and have the ability to appropriately adjust in order to meet organisational and individual needs.</p> <p>Identify and address performance issues.</p> <p>Show/prove resilience and sensitivity in bringing difficult issues to a conclusion.</p> <p>Make considered decisions on difficult issues.</p>		
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<b>8. Legal Requirements</b>			
<p>Are there any limitations or requirements imposed by statute that candidates must comply with, e.g. special qualifications, minimum age range etc.? Are there any "Genuine Occupational Qualifications" as defined in legislation which apply to this post?</p>		<input type="checkbox"/>	<p>Application form and interview questioning and references.</p>

**THE REMAINING SECTIONS ARE TO BE COMPLETED BY MANAGERS AND ARE FOR THE APPLICANT'S INFORMATION ONLY.**

**9. Background Checks**

Please ✓ required check(s) referring to Section 9 of [Guidance on completing individual sections of the Personnel Specification](#)

The post is subject to the following Background Check(s) which will be undertaken, where applicable, following a conditional offer of appointment.	a) Enhanced DBS with Children's and Adults Barring List Check	<input type="checkbox"/>	Only <b>one</b> or <b>none</b> of these checks (a – f) may be applicable.
	b) Enhanced DBS with Adults Barring List Check	<input type="checkbox"/>	
	c) Enhanced DBS with Children's Barring List Check	<input type="checkbox"/>	
	d) Enhanced DBS Check	<input type="checkbox"/>	
	e) Standard DBS Check	<input type="checkbox"/>	
	f) Basic Disclosure Check	<input type="checkbox"/>	
	Police Vetting Check	<input type="checkbox"/>	This check may also be required in addition to one from (a-f) above
	No Check Required	<input checked="" type="checkbox"/>	

**10. Politically Restricted Post**

Is this post a "politically restricted post"?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
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Applicants can gain further information on Politically Restricted posts in the "Information for job applicants' booklet".

**11. Main Physical Activities/ Requirements of the Post.**

Please ✓ if activity requires to be undertaken.

The Council will make reasonable adjustments that are necessary for the successful candidate to undertake any of these activities

Lifting / manual handling / client handling	<input checked="" type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input checked="" type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input checked="" type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input checked="" type="checkbox"/>
Working outdoors	<input checked="" type="checkbox"/>	Manual cleaning /domestic duties	<input type="checkbox"/>
Agricultural / gardening work	<input type="checkbox"/>	Food Handling	<input type="checkbox"/>
Work requiring respirators or masks	<input checked="" type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input checked="" type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input checked="" type="checkbox"/>	Any other driving duties	<input checked="" type="checkbox"/>
Significant use of computers	<input checked="" type="checkbox"/>	Using restraint	<input type="checkbox"/>
Working with children or vulnerable adults	<input type="checkbox"/>	High mental stress content	<input type="checkbox"/>
Permanent night work	<input type="checkbox"/>	Physical / sport / leisure duties	<input type="checkbox"/>
Lone working	<input checked="" type="checkbox"/>	Regular walking on uneven ground	<input type="checkbox"/>
Working with challenging behaviours	<input type="checkbox"/>		
Other main physical activities not listed above			

## 12. Safety Critical Posts

A pre-employment/placement medical assessment with Occupational Health is required for any employee who is undertaking a safety critical post.

A safety critical post is one that is likely to be exposed to:-

- Noise (e.g. gardeners using mowers and highways road workers)
- Vibration
  - Hand/arm vibration (e.g. gardeners using blowers and/or strimmers, road workers, arborists, cleaners using buffers and countryside workers)
  - Whole body vibration (e.g. tractor drivers)
- Hazardous substances (i.e. solvents, fumes, dusts, biological agents and other substances hazardous to health) (e.g. School Design and Technology Technicians)

Also, the following posts: Fleet Drivers (where it is an essential requirement of the job to hold a valid driving licence in order to carry out the duties of the role), Trading Standards Officers, Vehicle Mechanics, School Crossing Patrol Operatives, employees working with asbestos and employees with responsibility for the health and well being of children and adults during the night require a pre-employment/placement medical.

Other Night workers (e.g. care workers and concierge staff) will be given the option to receive pre-employment/placement screening if they are offered the position

Having reviewed the criteria outlined in Section 12 is this post a "Safety Critical" post?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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## 13. Language Requirements

Is this post covered by part 7 of the Immigration Act (2016), and therefore, the ability to speak fluent and spoken English is an essential requirement for this role? For example:

- The employee will work in a customer-facing role.
- The employee is required to speak to members of the public in English and this forms a regular and intrinsic part of the role.
- The employee requires a command of spoken English, to enable the effective performance of the role.

<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
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14. Sickness Absence and Disability	Criteria	How Identified
<p>What does the job require in the way of a satisfactory sickness absence record?</p> <p>This criteria has been included on this specification for the candidate's information only.</p>	<p>Candidates should have less than 3 absences in the last 6 months or not more than 6 days absence over the 6 months period prior to the closing date of the post. Any absences relating to a disability or any other incapacity will be viewed sympathetically and will be considered if fully explained. Due regard will be made to the need to make reasonable adjustments in line with the requirements of the Equality Act 2010.</p>	<p>This Information will be only obtained from the successful candidate after conditional offer of employment has been made.</p>