

Job Title	Transport Contracts Officer			Directorate	Educational Support services
JE Reference No:	1904	Grade	D	Service	Travel Assistance Service
Completed By	Angelina Dawson			Date of Issue	August 2019

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
1. Qualifications			
<p>What does the job require in the way of: -</p> <p>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.</p>	<p>Educated to Level two in English and Maths Level 2 ICT skills to include Word Processing and Excel</p>	<input type="checkbox"/>	<p>Formal possession of an appropriate qualification to be verified at interview or from records.</p>
2. Experience			
<p>What does the job require in the way of: -</p> <p>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?</p>	<p>Minimum of 2 years practical experience of working within a business support function. Experience of working within a customer focused service Evidence of decision making ability</p>	<input type="checkbox"/>	<p>Past employment activity record. Performance in related selection methods, e.g. presentation, group discussion.</p>
3. Training			
<p>What does the job require in the way of: -</p> <p>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.</p>	<p>Proficient IT skills (Word and Excel) Proficient in functions of SBS Willingness to undertake any training considered appropriate for specific programs of IT compatible with the functions of the TAS and for this post.</p>	<input type="checkbox"/>	<p>Past training history from application form and records. Selection process by demonstration of ability to display knowledge and skills at the interview.</p>

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?	<p>A good knowledge of computer systems An awareness of disability and equal opportunities.</p> <p>A knowledge of the needs of people with disabilities and an ability to problem solve in relation to the transport needs of passengers and be flexible in approach to these arrangements.</p>	<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.	Flexibility of location and working hours dependent upon the needs of the service	<input type="checkbox"/>	Ensuring candidates are aware of these requirements from the job description. Interview questions and application details.
6. Disposition			
<p>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?</p> <p>Trust – Shows respect, makes a personal impact, is open and honest.</p> <p>Unity – Focusing on customers, working with a team, communicating effectively.</p> <p>Progress – Being open to change, focusing on performance, getting team results</p>	<p>Trust Self motivated Confident/diplomatic Be tactful and have the ability to communicate with a wide variety of people</p> <p>Unity Attention to detail and accuracy of work Awareness of confidentiality and GDPR</p> <p>Progress Ability to work under pressure Capable of adapting to changing circumstances To be able to work as part of a team, be self reliant/motivated, organised, energetic and enthusiastic</p> <p>Be able to work accurately and meet deadlines</p>	<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?	<p>Experience of prioritising and organising own workload Excellent and effective communication skills (over the phone, face-to-face and written communication) Ability to devise admin systems Ability to record information accurately Ability to follow instructions Ability to interpret statistical information Ability to respond flexibly to customer and business needs Numerate Willingness to be flexible with covering duties to ensure service delivery. Ability to communicate with people from all backgrounds, disabilities and difficulties. Ability to deliver tasks against timescales Excellent skills</p>	<input type="checkbox"/>	Performance in related selection process.
8. Legal Requirements			
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?	N/A	<input type="checkbox"/>	Application form and interview questioning and references.

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 one or none 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"? Yes No

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 type="checkbox"/>	Prolonged standing or sitting	<input checked="" type="checkbox"/>
Working at heights	<input type="checkbox"/>	Prolonged working with vibrating tools / machinery	<input type="checkbox"/>
Working in confined spaces	<input type="checkbox"/>	Bending / Squatting / Kneeling	<input type="checkbox"/>
Working outdoors	<input 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 type="checkbox"/>	Rotating shift work or night work	<input type="checkbox"/>
Work requiring hearing protection	<input type="checkbox"/>	Driving Duties HGV / LGV/ Minibus / Passenger carrying	<input type="checkbox"/>
Work with skin irritants / allergens / respiratory irritants/fine particles	<input type="checkbox"/>	Any other driving duties	<input 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 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?

Yes

No

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.

Yes

No

14. Sickness Absence and Disability

Criteria

How Identified

What does the job require in the way of a satisfactory sickness absence record?

This criteria has been included on this specification for the candidate's information only.

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.

This Information will be only obtained from the successful candidate after conditional offer of employment has been made.