

PERSON SPECIFICATION and ASSESSMENT FORM

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|-----------------------|------------------------------|--------------------|------|
| Candidate Name | | Post Ref No | |
| Post Title | Refuse / Recycling Operative | JE Ref | BM21 |
| Service | Communities | Band | 3 |
| Base | Dumfries and Galloway | | |

| | | | | |
|-------------------|------|------|------|------|
| References | Name | Good | Fair | Poor |
| 1 | | | | |
| 2 | | | | |

| Requirements <i>Essential (E) or Desirable (D)</i> | E | D | Requirements <i>Essential (E) or Desirable (D)</i> | E | D |
|--|-------|---|--|-------|---|
| 1. Education and Training | Score | | 4. Knowledge | Score | |
| Educated to Standard Grade level in English | | D | Different localities and areas within Dumfries and Galloway | | D |
| Relevant health and safety training | | D | Risk assessments | | D |
| 2. Experience | Score | | 5. Personality Factors | Score | |
| Manual outdoor working in all weathers | E | | Team worker | E | |
| Working for a Local Authority | | D | Courteous manner | E | |
| Providing customer service | | D | 'Can-do' approach to help resolve problems | E | |
| 3 Skills and Abilities | Score | | Flexible approach towards carrying out a range of tasks | E | |
| Clear verbal communication skills | E | | 6. Other Requirements | Score | |
| Work with minimum supervision and exercise judgement | | D | Car/light goods driving licence | | D |
| | | | Driving Licence with C&E capabilities (Trailer towing) | | D |

Guidance Notes:

A person specification may include any non-discriminatory factors that have previously been identified as necessary or desirable for the role. Remember that these can include factors such as judgement, motivation, leadership, social skill/maturity and creativity/ideas. Structure your interview and selection tests to examine each candidate's suitability for the role based on these criteria. To reach your decision rate each candidate and calculate their total score, including any weighting you have confirmed prior to interviews starting. Use the space overleaf to record how candidates react to questioning. Your assessment must consider only those factors you have explicitly identified above. All forms used to record the assessment of candidates must be retained for the selection file to show how decisions were reached.

| | | | |
|--------------------|-------------|------------------------------|--|
| Interviewer | Date | Candidate Total Score | |
| | | | |

person-specification_2013