**PERSON SPECIFICATION**

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| **JOB TITLE** | **GRADE** | **DIRECTORATE** | **LOCATION** |
| Workshop Supervisor | Grade 3B SCP 23 £26,999 to 26 £29,636 plus 14 % shift pay | Place | Vehicle Management Services |

**Note to applicants**

Whilst all criterions below are important, those under the Essential heading are the key requirements. You should pay particular attention to these areas and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

 **(\*See grid overleaf)**

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| **ESSENTIAL****CRITERIA** | **NECESSARY REQUIREMENTS - SKILLS, KNOWLEDGE, EXPERIENCE ETC.** | **\* M.O.A.** |
| 1. | 12 months supervisory experience . | A, I |
| 2. | A full driving licence. | A, I. |
| 3. | Five Years experience as a skilled mechanic. | A, I |
| 4. | The ability to communicate effectively with all levels of staff, management and user department representatives, suppliers and contractors. | A, I |
| 5. | Effective verbal and written communication skills. | A, I. |
| 6. | An organised and methodical approach to work. | A, I |
| 7. | The ability to work in a pressurised environment. | A, I |
| 8. | The ability to undertake diagnosis of vehicle, plant and equipment faults prior to repair. | A, I |
| 9. | A good working knowledge and/or understanding of Health and Safety at Work. | A, I |
| 10. | The ability to interpret information from manual and computerised systems and make decisions based on the information. | A, I |
| 11. | Ability to work to short timescales. | A, I |
| 12. | Knowledge of effectively managing service delivery by planning resources/activities and establishing monitoring systems in order to achieve set business objectives. | A, I |
| 13. | Experience of the use of computerised fleet management systems | A,I |
| 14. | Ability to work on own initiative as well as being able to work as a part of a team | A, I |
| 15. | The ability to supervise and motivate a small team, and facilitate effective team working by identifying team goals, communicate information, encourage and offer support and guidance | A. I |

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| **DESIRABLE****CRITERIA** | **NECESSARY REQUIREMENTS - SKILLS, KNOWLEDGE, EXPERIENCE ETC.** | **\* M.O.A.** |
| 1. | A HGV driving license. | A, I |
| 2. | Class 4 MOT Tester Qualification. | A, I |
| 3. | A working knowledge of the operation of Municipal vehicles. | A, I |
| 4. | Ability to influence attitudes and opinions or others and gain agreement to proposals, plans and ideas. | A, I |

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| **COMPLETED BY** | **DATE** | **APPROVED BY** | **DATE** |
| Terry Dixie | May 2018 |  |  |

**METHOD OF ASSESSMENT (\* M.O.A.)**

**A =** APPLICATION FORM**, C =** CERTIFICATE**, E =** EXERCISE**, I** **=** INTERVIEW**, P =** PRESENTATION**, T =** TEST**,**

**AC =** ASSESSMENT CENTRE