

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Directorate: Corporate Services	Service: Corporate Property	Job Title: Caretaker
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
	Cleaning experience	Application Form Copy of qualification(s)
	Basic IT skills	Application Form Copy of qualification(s)
Full UK Driving Licence		Application Form Copy of Licence

Competency	Level	Essential	Desirable	How Assessed
Achieving Results	1	<p>Completes work on time and to a good standard</p> <p>Accepts and acts on feedback given</p> <p>Concentrates on achieving goals and objectives through good planning and self-management</p>		Application Form Interview
Communication	1	<p>Ability to communicate clearly and concisely with others both verbally and in writing</p> <p>Ensures the tone of communication is appropriate</p>		Application Form Interview
Creative Thinking	1	<p>Ability to put forward their own ideas and suggestions</p> <p>Ability to use others' ideas effectively and apply new information to work problems and situations</p>		Application Form Interview

Competency	Level	Essential	Desirable	How Assessed
Customer Focus	2	Experience of providing a high standard of customer service to both internal and external customers. Ability to identify any customer issues and work towards resolving them.		Application form Interview
Decision Making and Problem Solving	1	Experience of and ability to deal with a range of straightforward day to day problems as they occur. Ability to organise information logically and systematically to make decisions and determine priorities. Asks for guidance on unfamiliar areas		Application Form Interview
Making Change Work	1	Embraces change and open to new ideas.		Application Form Interview
Managing Resources, Projects & Processes	2	Ability to make decisions on day-to-day priorities and manage own time effectively. Ability to deal with issues systematically and look for way to make the most of available resources.		Interview
Organisational Awareness & Commitment	1	Contributes to the aims and objectives of the Council. Follows rules and regulations, policies and procedures	General knowledge of Local Government.	Interview
Personal Impact	2	Ability to be flexible to meet the needs of the service. Ability to express own views confidently and assertively. Remains effective under pressure		Application Form Interview
Working Relationships	1	Ability to work as a member of a wider team. Ability to build and maintain constructive working relationships with a range of people (e.g., customers, colleagues and Councillors).		Application Form Interview
Equal Opportunities and Fairness		Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment.		Application Form Interview