

SOUTH DERBYSHIRE DISTRICT COUNCIL – PERSON SPECIFICATION

Directorate: Law and People	Service: Organisational Development	Job Title: Modern Apprentice – Organisational Development
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Qualifications, Professional Membership, Technical Skills

ESSENTIAL	DESIRABLE	HOW ASSESSED
<p>Competent literacy and numeracy skills evidenced through academic and/or vocational attainments</p> <p>Knowledge of Microsoft Office and other IT applications</p> <p>Accuracy and attention to detail.</p> <p>Understanding the importance of security and confidentiality of personal and other data</p> <p>Able to complete vocational training – Level 2/3 Business Administration to apprenticeship standard</p>	<p>Completion of level 2 Business Administration or relevant experience</p> <p>Work experience in an office or similar environment</p> <p>Experience of completing research and similar tasks to produce information</p> <p>Understanding and experience of using social media</p>	<p>Application Form</p> <p>Copy of qualifications</p> <p>Interview</p>

Competency	Essential	Desirable	How Assessed
Achieving Results	<p>Able to show evidence of achieving goals or tasks</p> <p>Able to show commitment toward personal learning and development</p>		<p>Interview</p> <p>Application Form</p>
Communication	Able to communicate clearly and effectively		Interview

	<p>Able to follow and adhere to instructions and guidance</p> <p>Able to use IT and other applications to produce accurate and logical written information.</p>		
Creative Thinking	<p>Open to new ideas and approaches</p> <p>Able to work through tasks in a logical and ordered manner</p> <p>Able to complete routine creative tasks around producing information and documents</p>		Interview
Customer Focus	<p>Demonstrates an understanding of good customer service</p> <p>Able to recognise and identify customers of the service</p> <p>Takes time to understand the requirements of the customer</p>		Interview
Decision Making and Problem Solving	<p>Takes a logical approach to resolving tasks and work.</p> <p>Organises information logically and systematically to solve straightforward problems</p>		Interview
Making Change Work	<p>Receptive to change and readily adapts to new ways of working</p> <p>Positive approach to continuous personal development</p>		Interview
Managing Resources, Projects and Processes	<p>Able to organise tasks and work independently</p>		Interview

	Basic understanding on how to complete research and projects		
Organisational Awareness and Commitment	<p>General understanding of formal structures and work environments</p> <p>Follows rules and regulations, policies and procedures</p> <p>Commitment to the vision and values of the Council</p>		Interview
Personal Impact	<p>Able to work effectively as part of a team</p> <p>Committed to personal development</p> <p>Positive and confident approach</p>		Interview
Working Relationships	<p>Displays willingness to learn from others, including own team members and peers.</p> <p>Able to build positive working relationships with team members and other colleagues</p>		Interview
Equal Opportunities and Fairness	Ability to demonstrate a commitment to the principles of equal opportunities and fairness in service delivery and/or employment		Interview