

SOUTH DERBYSHIRE DISTRICT COUNCIL - PERSON SPECIFICATION

Qualifications, Professional Membership, Technical Skills

ESSENTIAL		DESIRABLE	HOW ASSESSED	
City in Guilds or NVQ Level 2 Carpentry and joinery Diploma. Having a working knowledge of current Health and Safety Legislations and best practices. Hold a full UK driving licence. Proven experience to undertake general carpentry, lock changes, kitchen fitting etc. Multi-skilled to be able to provide a right first-time approach.		Experience in the social housing sector	Copy of qualification(s)	
Competency	Level	Essential	Desirable	How Assessed
Achieving Results	3	Able to work under own initiative and deliver a high standard of workmanship. Ability to contribute towards service development. Able to work at pace with a can-do attitude and good problem solving abilities. The ability to follow jobs through to a satisfactory conclusion, working with a 'right first-time approach'	Experience of National Housing Federation Scheme of Rates	Application Form Interview

Communication	3	Ability to communicate to an appropriate level of detail and provision for their audience. Ability to use a smart phone / tablet		Application Form Interview
Creative Thinking	3	Ability to put forward innovative new ideas and approaches and encourages others to do so. Ability to recognise the potential of existing situations and to turn them into viable opportunities. Ability to offer suggestions to work more efficiently and promote ideas for cost savings.	Proactively able to suggest ways to improve our performance	Application form Interview
Customer Focus	4	Experience of building and developing relationships with both internal and external customers. Experience of driving standards for excellent customer service. Taking ownership and the ability to problem solve in a timely manner	Proactively able to suggest ways to improve our customer services	Application form Interview
Decision Making and Problem Solving	4	Experience of identifying and initiating improvement to services for the benefit of customers. A proven ability to breakdown tasks logically to determine priorities. To be able to recognise the impact of decisions and to be able to demonstrate		Application Form Interview

		where initiative has been utilised to achieve our goals and targets.		
Making Change Work	3	Ability to embrace change positively as part of goal to continuously improve.		Application Form Interview
Managing Resources, Projects & Processes	2	Ability to deliver working best practices and service processes. A proven history of dealing with problems as they arise in an efficient and constructive manner		Interview
Organisational Awareness & Commitment	2	Ability to embrace our core values and put them at the heart of what we do. A proven ability to work as part of a team and support colleagues to deliver.		Interview
Personal Impact	3	Ability to adapt style or content to meet the need of the situation or person involved. Effectively builds trust and rapport		Application Form Interview
Working Relationships	2	Builds a solid foundation of mutual understanding and trust. Resolves conflict and does not avoid difficult issues.		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.		

Date Issued: **Issued by:**