Person Specification

**Position Title: Infrastructure and Commercial Apprentice**

**Position Ref. No: 50088892 and 50085914**

**Salary Grade: Apprentice grade**

**Directorate: City Development**

**Service: Infrastructure and Commercial**

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| **Essential Requirements** | **Method of assessment** |
| **Education attainment/Qualifications**   * Numeracy and literacy skills at least level 2 before commencing course * Minimum of 5 GCSE’s | Application form/interview |
| **Knowledge and Experience**  Ability to develop knowledge, experience of -   * **Communicating (verbal)** – Able to share information, obtain information and have dialogue with others either in person or over the telephone. * **Communicating (written)** – Able to share information and obtain information for others through written communication. | Application form/interview |
| **Skills, Abilities and competencies**   * Commitment to attend appropriate training to attain a qualification in Construction Technical and Professional: Construction Contracting Operations * PC Skills – Able to use Microsoft packages. Able to effectively use a PC to prepare documents, record information or input data. * Technical Expertise- able to demonstrate the ability to develop knowledge and application in the specific area of work. * Problem Solving- able to demonstrate an ability to analyse, assess information, determine appropriate solutions to specific problems and deliver outcomes * To critically evaluate information to highlight any risks or potential errors * The ability to focus on the detail of a task, to work in a methodical way. * Customer Service Excellence – Able to delight customers, deliver high quality tailored services to meet needs and exceed expectations. * Listening – Able to demonstrate the ability to listens to others to assess requirements in order to respond appropriately and efficiently. | Application form/interview |
| **Job related circumstances**   * Ability to undertake Training * Commitment to Equal opportunities | Application form/interview |