**Person Specification**

**Job title: Highway Officer (RT4A)**

**Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.**

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| **Essential Criteria** | | **Method of Assessment** |
| **Experience** | 1. Experience of Highway or Street Works Inspections, or related discipline | Application Form/Interview |
| 1. Experience of working with clients, customers and partners. | Application Form/Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. The ability to organise own workload and decide priorities | Application Form/ Interview/  Online Assessment |
| 1. A basic Knowledge of the relevant legislation. New Roads and Street Works Act 1991. Traffic Management Act 2004. | Application Form/ Interview/  Online Assessment |
| 1. The ability to communicate in person/ by telephone and email. | Application Form/ Interview/  Online Assessment |
| 1. The ability to work as part of a team and with external customers. | Application Form/ Interview/  Online Assessment |
|  | 1. The ability to analyse numeric and textual information and present a summary in a suitable format. | Application Form/ Interview/  Online Assessment |
|  | 1. The ability to work under pressure including meeting deadlines and dealing with interruptions. | Application Form/ Interview/  Online Assessment |
|  | 1. The ability to cope in situations where there is an emotional demand arising from the work being undertaken | Application Form/ Interview/  Online Assessment |
|  | 1. Able to provide excellent customer service by being able to delight customers and deliver high quality tailored services to meet needs and exceed expectations. | Application Form/ Interview/  Online Assessment |
|  | 1. To demonstrate the Council’s values. | Application Form/ Interview/  Online Assessment |
| **Work Related Circumstances/**  **Values of the Council** | Commitment to Equal Opportunities | Application Form/ Interview |
| Compliance with health and safety rules, regulations, and legislation | Application Form/Interview |
| Ability to work outside of normal working hours to meet the needs of the service. | Application Form/ Interview |