2021 VAC 232

**Person Specification**

**Job title: Works Scheduler**

**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** |
| **Qualifications /** **Professional Registration/****Membership** | 1. Good numeracy and literacy skills (GCSE Maths and English or Equivalent)
 | Application FormInterview |
| **Experience** | 1. IT literate including knowledge of different methods of communication
 | Application FormInterview |
| 1. Understanding of GDPR, Data protection and the need to maintain confidentiality at all times
 | Application Form |
| 1. Experience of working a construction related environment
 | Application formInterview |
| 1. Strong interpersonal skills, with the ability to engage confidently using various means of communication
 | Application FormInterview |
| **Skills, Knowledge, Ability (including ability** **to develop knowledge,** **skill or experience)** | 1. High attention to detail and strong time keeping skills
 | Application FormInterview |
| 1. Ability to follow the strict guidelines and procedures required
 | Application FormInterview |
| 1. Customer Care skills and experience
 | Application FormInterview |
| 1. Performance Management experience
 | Application FormInterview |
| 1. The ability to work under pressure in a fast-paced environment
 | Application FormInterview |
| 1. Experience working with confidential data
 | Application FormInterview |
|  | 1. Demonstrates ability to work flexibly and as part of a team
 | Application FormInterview |
|  | 1. Excellent communication skills
 | Application FormInterview |
|  | 1. Willing to undertake relevant training
 | Application Form |
| **Work Related Circumstances/****Values of the Council** | Commitment to Equal Opportunities | Application Form |
| Compliance with health and safety rules, regulations, and legislation | Application Form |
| Ability to meet the travel requirements of the role | Application Form |