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 Form  Interview |
| **Experience** | 1. IT literate including knowledge of different methods of communication | Application Form  Interview |
| 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 form  Interview |
| 1. Strong interpersonal skills, with the ability to engage confidently using various means of communication | Application Form  Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | 1. High attention to detail and strong time keeping skills | Application Form  Interview |
| 1. Ability to follow the strict guidelines and procedures required | Application Form  Interview |
| 1. Customer Care skills and experience | Application Form  Interview |
| 1. Performance Management experience | Application Form  Interview |
| 1. The ability to work under pressure in a fast-paced environment | Application Form  Interview |
| 1. Experience working with confidential data | Application Form  Interview |
|  | 1. Demonstrates ability to work flexibly and as part of a team | Application Form  Interview |
|  | 1. Excellent communication skills | Application Form  Interview |
|  | 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 |