

NORTH HYKEHAM TOWN COUNCIL

PERSON SPECIFICATION

Title of Post:	Town Services Staff			
Location:	North Hykeham			
Category	Essential / Desirable	Description	*Weighting	Assessment Method
Skills & Abilities	Essential	Good oral, written and interpersonal skills	3	Application form and interview Interview
		Time Management skills	3	
		Ability to develop professional relationships with colleagues and representatives from outside agencies	3	
		Ability to respond to occasional out of hours emergencies	3	
		Ability to share daily tasks with other town services operatives	3	
Desirable	Ability to assist in the identification of property management issues	2	Application form and interview Interview	
	Ability to remain calm and focussed whilst under pressure	3		
Knowledge & Experience	Desirable	Knowledge of Health & Safety Legislation	3	Certificates at interview
		Pitch maintenance	3	Certificates at Interview
		Equipment maintenance	3	Interview
Knowledge & Experience	Desirable	Allotments and flowerbeds	2	Interview
		Pre-planned maintenance of plant, vehicles and equipment	2	Application Form
		Some Stewardship knowledge	2	Application

*Weighting Scale
3 High Impact
(Essential Only)

2 Medium Impact
(Essential or Desirable)

1 Low Impact
(Desirable Only)

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		Play equipment inspection	2	Form Application form and interview
		Some knowledge of tree management requirements (willingness to be trained)	2	Application form and interview
		Knowledge of bio-diversity	2	Interview
Training & Education	Essential	Town Services including all types of sports grounds	3	Application Form, Certificates and Interview
		End of season pitch maintenance	3	
	Desirable	First Aid Certificate	1	Application Form, Certificates and Interview
	Risk Assessments	2		
	Legionella Legislation	1		
Other Requirements	Essential	Must hold at least a provisional driving licence	3	Inspection of driving licence
		"Can do" attitude	3	Interview
		Honesty	3	References
		Tactfulness	3	References
		Team player	3	Interview
Other Requirements	Essential	Capable of working at heights from ladders or mechanical equipment	3	Application form or/ and information obtained during interview
		Able to carry out Town Services tasks that involve physical strength, stamina and standing, kneeling or crouching	3	
	Desirable	Sense of Humour	2	

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Category	Essential / Desirable	Description	*Weighting	Assessment Method
		Patience	2	Interview
		"Hands On" Approach	2	Interview

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