

The person specification may be no more than 2 sides in length, using Arial 11

PERSON SPECIFICATION

(This describes the competencies/attributes required on the appointment of the postholder)

POST TITLE:

POST NO:

ESSENTIAL

DESIRABLE

1. Education, ~~and~~ Training and Knowledge

- (a) What educational attainment/qualifications are required to carry out the post on appointment? (e.g. GCSE, 'A' Level, Degree)
- (b) What specialist training is required to carry out the post on appointment?
- (c) What specialist knowledge is required to carry out the post on appointment?
- (d) What Membership of professional bodies is required on appointment?
- (e) What (if any) specific IT training is required?

2. Experience

- (a) What Work Experience is required on appointment? (specify type and length of time)

3. What skills are required on appointment in order to carry out the job?

- (a) Oral communication?
- (b) Written communication?
- (c) IT skills?
- (d) Physical skills?
- (e) General Skills?

4. What are the physical demands required to carry out the job?

i.e. are there any requirements for lifting, carrying, sitting in constrained positions or to carry out site visits?

5. Other Requirements:

i.e. Driving Licence/use of a car, out of hours working, regular evening meetings

Signed: _____ Dated: _____
(Director)