

PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE
Transportation Assistant / Graduate Engineer	Scale 6 to SO 2	Environment and Regeneration	Sustainable Transportation

NOTE TO MANAGER:

Remember in completing this form you are setting the expected standard for the person you need for this job, on this occasion, and also suggesting the questions you devise and ask at shortlisting and interview stages. You must, therefore, describe the requirements in ways that are both accurate and capable of being tested. Above all, the requirements must be job related and non-discriminatory. Take care to ensure job description, person specification and advertisement are consistent. Mark each of the criteria as either 'essential' or 'desirable' by putting an '(E)' or '(D)' at the end of each of the criteria. Whilst all points on the specification are important, those marked essential must be met.

NOTE TO APPLICANTS:

Whilst all points on the specification are important, those marked 'E' (essential) are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

CRITERIA	NECESSARY REQUIREMENTS	* M.O.A.
EXPERIENCE (Required to do the job) Consider type, paid, unpaid. Emphasis is on range and depth rather than length	<ul style="list-style-type: none"> Experience of team working (D) Experience of working with colleagues, public bodies, external organisations and members of the public (D) Experience of report writing (D) Experience in analysing traffic impact assessments and traffic study reports (D) 	A + I A + I A + I A + I
SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills including suitability to work with children and/or vulnerable adults	<ul style="list-style-type: none"> Excellent interpersonal, communication and presentation skills (E) Excellent written communication skills (E) An ability to liaise with outside bodies on behalf of the Local Authority (D) Familiarity with standard office computer systems (D) Familiarity with Computer Aided Design (AutoCad), Graphical Information Systems (MapInfo) and Transport Modelling programs such as SATURN, Paramics, Transyt and TRICS (D) A flexible approach and the ability to demonstrate innovation and a responsible attitude (E) An ability to organise own workload with minimum supervision and work to tight deadlines (E) Pleasant demeanour and an ability to work as a member of a team and with people from a wide range of backgrounds (E) 	A + I A A A A A + I A + I A + I

<p>EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type e.g. vocational training, job-related</p>	<ul style="list-style-type: none"> • Degree or equivalent in a Transportation or Engineering related discipline <u>or</u> HNC (or similar) plus demonstrable experience relevant to the post (E) • Demonstrable experience in a related field (D) • Membership of a relevant professional body (D) 	<p>A A A</p>
<p>OTHER REQUIREMENTS Hours of work, rota patterns, working conditions, location and the requirement to drive should be stated if essential to the job. Specify if standard or enhanced CRB clearance is required</p>	<ul style="list-style-type: none"> • Requirement to be in attendance outside normal working hours for the purpose of attending meetings or in other special circumstances (E) 	<p>A</p>
<p>COMMITMENT TO EQUAL OPPORTUNITIES Consider the level of understanding and knowledge required</p>	<ul style="list-style-type: none"> • Ability to understand and demonstrate commitment to equality and diversity. (E) 	<p>A</p>
<p>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge Required</p>		

COMPLETED BY	DATE	APPROVED BY	DATE
M Mookerji	February 2008		

METHOD OF ASSESSMENT (* M.O.A.)

A = APPLICATION FORM, **C** = CERTIFICATE, **E** = EXERCISE, **I** = INTERVIEW, **P** = PRESENTATION, **T** = TEST, **AC** = ASSESSMENT CENTRE