

PERSON SPECIFICATION

JOB TITLE	GRADE	DIRECTORATE	SERVICE AREA
Principal Engineer	PO 2	Environment Services	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, depth	1. Substantial post qualifying experience at Senior Officer level (E) 2. Experience of financial management and budgetary control (E) 3. Experience of control of staff (E)	A A A
SKILLS AND ABILITIES Consider level and type e.g. written, verbal, numerical, supervisory or other job related skills	1. Demonstrate management skills with an ability to respond effectively to meet targets, standards and deadlines in a pressured environment with rapidly changing circumstances (E) 2. Demonstrable organisation and planning skills in determining priorities, allocating workload plans, determining systems to ensure deadlines are met (E) 3. Good interpersonal, communication and presentation skills to encourage, motivate and explain issues effectively at all levels (E) 4. Good report monitoring skills involving an ability to understand and analyse complex technical matters concerning the Unit's functions, and to produce simple, straightforward and intelligible reports (E) 5. A sound knowledge of transportation and development control matters and current approaches (E) 6. Experience in strategic transportation (E)	I, P I I, P T I A, I

	<p>7. A commitment to public service, the Borough Council and Local Government (E) I</p> <p>8. Modern approach to management, recognising the need for flexibility and adaption to change (E) I</p> <p>9. Ability to make effective and speedy decisions, and to support those decisions with effective argument and understanding (E) I</p>		
<p>EDUCATION/QUALIFICATIONS/ KNOWLEDGE Consider level and type e.g. vocational training, job-related</p>	<p>1. The postholder needs to be a Corporate Member of an appropriate professional institution (D) A</p> <p>2. The postholder needs to have a degree or equivalent in a relevant discipline (E) 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</p>	<p>1. Current full driving licence (E) A</p>		
<p>COMMITMENT TO EQUALITY AND DIVERSITY Consider the level of understanding and knowledge required</p>	<p>1. Ability to understand and demonstrate a commitment to equality and diversity</p>		
<p>COMMITMENT TO SERVICE DELIVERY/CUSTOMER CARE Consider level of knowledge required</p>			
COMPLETED BY	DATE	APPROVED BY	DATE
Stephen Hunter	April 2007		

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

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