



South Tyneside Council

ECONOMIC REGENERATION

PERSON SPECIFICATION

POST TITLE: Assistant Workshop Controller

GRADE: Band 7

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> Served a recognised apprenticeship in motor vehicle engineering maintenance and repair City and Guilds 383 Qualification in Motor Vehicle Engineering or equivalent LGV Class C driving licence Qualified and Nominated MOT Tester in Classes 4, 5 and 7 	<ul style="list-style-type: none"> Institute of Occupational Safety and Health qualification Evidence of continued professional development Appropriate professional qualification in road transport operations e.g. Society of Operations Engineers/Institute of Road Transport Engineers Driving Assessment qualification 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Substantial experience gained within a fleet maintenance environment, at supervisory level and including supervision of commercial vehicle repair and maintenance facilities Experience of workload planning, monitoring and budgetary control Experience of performance monitoring and taking effective corrective action Experience of delivering maintenance and inspection programmes for customer and partners 	<ul style="list-style-type: none"> Experience of negotiating with clients and staff Experience of preparing reports and estimates Previous experience of statutory MOT testing schemes Experience of maintaining a diverse municipal fleet 	<ul style="list-style-type: none"> Application form Interview References Written Submission
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Good standard of literacy and numeracy Thorough understanding of relevant Health and Safety legislation Excellent team leadership skills and the ability to take a lead role with other partners 	<ul style="list-style-type: none"> Knowledge of Citrix Tranman 	<ul style="list-style-type: none"> Interview References Written Submission/ Test Short Presentation

	<ul style="list-style-type: none"> • Detailed knowledge and understanding of current legislation appertaining to Road Vehicles - Construction and Use and Goods Vehicle Operators Licensing requirements • Computer literate • Effective communication skills, with a good standard of oral and written English • Effective planning and organisational skills • Able to innovate and create new solutions to problems and challenges in service delivery • Able to identify and exploit new business opportunities including business diversification • Able to manage conflicting priorities 		
Disposition	<ul style="list-style-type: none"> • Able to drive cultural/ behavioural and organisational change within the service • Able to motivate self and others • Able to work as part of a team • Confident manner and the ability to deal with people • Flexible approach to work • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview • References
Circumstances	<ul style="list-style-type: none"> • Be a designated key holder and attend to call-outs as necessary • Full current driving licence or access to a means of mobility support • Basic clearance from Disclosure Scotland 		<ul style="list-style-type: none"> • Application form • Interview • Disclosure check