**TECHNICAL SERVICES CENTRE ASSISTANT**

|  |  |  |
| --- | --- | --- |
| **CATERGORY** | **CRITERIA** | **MEASURE** |
| **EDUCATION/****QUALITFICATIONS** | Well-developed literacy and numeracy skills | AF/AC/I |
| **WORK****EXPERIENCE** | Experience of working within a stores environment including materials and inventory managementExperience of carrying out basic engineering maintenance and repair tasks  | AF/AC/IAF/AC/I |
| **SKILLS/****KNOWLEDGE/****APTITUDE** | Knowledge of:* Principles and practices related to stores, materials and inventory management
* Relevant computerised stock control, materials and inventory management systems
* Principles and practices related to the repair and maintenance of modern vehicles and ancillary equipment

Ability to:* To operate a range of tools and equipment as necessary
* To fabricate using a variety of materials including metal, wood and fibreglass
* Demonstrate interpersonal skills with the ability to liaise at all levels
* Work on own initiative and as part of a team including ability to take responsibility for work of others
* Effectively prioritise own workload whilst working to conflicting deadlines, meet deadlines and targets
* Undertake a range of administrative duties, maintain accurate records whilst demonstrating attention to detail
* Work in confined spaces, at heights and outdoors

Demonstrate commitment to safe working principles and practices associated with health and safetyDemonstrate commitment to the principles of equality and diversity  | AF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/AC/IAF/IAF/I |
| **OTHER** | Able to meet the physical elements of the role.Hold current full driving licence (Cat B) and LGV licence (or be prepared to obtain Cat C) to meet the transport requirements of the role. Must be able to work to a flexible working scheme, which may include some weekends/eveningsNB: This post may be subject to an enhanced CRB check prior to appointment | AF/IAF/IAF/I |

# MEASURE CODE

AF - Application form

AC - Assessment centre

I - Interview