



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### PERSON SPECIFICATION

**POST TITLE:** Permit Delivery Officer

**GRADE:** Band 5 - 6 (Career Grade)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSE's (A to C level) or equivalent including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>NVQ in IT or similar</li> <li>BTEC in Civil Engineering or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience in highways maintenance work</li> <li>Experience/knowledge of the New Roads and Street Works Act 1991 and the Traffic Management Act 2004</li> </ul>	<ul style="list-style-type: none"> <li>Background in Streetwork/Highway Inspections and maintenance</li> <li>Experience of working in a customer service environment</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Basic ICT skills e.g. Microsoft Office packages</li> <li>Good communication skills, both verbally and in writing</li> <li>Able to provide good customer care and possess good public relation skills</li> <li>Good organisation skills</li> <li>A good understanding and commitment to sustainable development</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of local authority procedures and administration</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to manage own workload to deadlines</li> <li>Able to work in a systematic, disciplined and accurate manner</li> <li>Able to work as part of a team</li> <li>Self-reliant, self-motivated, diplomatic, energetic and enthusiastic</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> </ul>	<ul style="list-style-type: none"> <li>Lead by example</li> <li>Be open and honest</li> <li>Demonstrate respect for colleagues and a strong team working ethic</li> <li>Demonstrate a sense of pride in a job well done</li> <li>Able to focus on solutions rather than problems</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Flexibility to work out of hours as required to respond to weather and other emergencies</li> <li>• Full current driving licence or access to a means of mobility support to fulfil travel requirements</li> <li>• Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Basic check</li> </ul>
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