



South Tyneside Council

REGENERATION AND ENVIRONMENT

PERSON SPECIFICATION

POST TITLE: Site Co-ordinator

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> • Good standard of literacy and numeracy • Manual Handling and Sharps Training • Training in direction and safe movement of vehicles and plant within a busy depot environment 	<ul style="list-style-type: none"> • IOSH Managing Safely 	<ul style="list-style-type: none"> • Application form • Certificates
Work Experience	<ul style="list-style-type: none"> • Experience of working within a depot environment • Experience of using IT packages e.g. Microsoft Office 	<ul style="list-style-type: none"> • Experience of traffic management and liaising with user departments and contractors on site 	<ul style="list-style-type: none"> • Application form • Interview • References • Practical Assessment
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> • Knowledge of refuse collection/street cleansing/highways maintenance and fleet operations and vehicle movements within a depot environment • Awareness of depot health and safety issues and good health and safety practice when working in a depot environment • Able to communicate with members of various departments, other Council staff and the public 	<ul style="list-style-type: none"> • Able to best use skills and resources available 	<ul style="list-style-type: none"> • Interview • References
Disposition	<ul style="list-style-type: none"> • Able to work as a team and unsupervised on a number of tasks • Confident manner and the ability to deal with people at all levels • Commitment to a high level of customer care • Tactful and diplomatic 	<ul style="list-style-type: none"> • Calm and assertive • Able to work to tight deadlines 	<ul style="list-style-type: none"> • Interview • References

	<ul style="list-style-type: none"> • Flexible approach to work • Committed to the principles of equality and diversity 		
Circumstances	<ul style="list-style-type: none"> • The work can be physically demanding from time to time and requires a reasonable amount of physical fitness. This work will involve working outdoors and on the highway • Full current Category C Driving Licence • Current Fork Lift Truck Licence, or willing to train to meet this standard • Able to work outside normal office hours when requested to do so in the exigency of the service • Baseline security clearance 		<ul style="list-style-type: none"> • Application form • Interview • Basic check