



# South Tyneside Council

## REGENERATION AND ENVIRONMENT

### PERSON SPECIFICATION

**POST TITLE:** Commercial Development Assistant

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>4 GCSE's Grade A - C <b>OR</b> equivalent relevant experience working in a trade waste environment</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 of working within a commercially growing organisation</li> <li>Experience of maintaining excellent customer relationships</li> <li>Experience of keeping and maintaining accurate records</li> <li>Experience of working with invoicing and credit control systems</li> <li>Experience of dealing with business customers</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working within a Commercial Waste environment</li> <li>Local government experience</li> <li>Experience of dealing with elected members</li> <li>Experience of discussing service provision with business customers with the aim of growing the business</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Interview</li> <li>References</li> <li>Assessment</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Excellent IT skills and use of systems such as Microsoft office</li> <li>Excellent numeracy/ literacy skills</li> <li>Able to manipulate data and produce reports</li> <li>Possess a keen eye for accuracy in data and records</li> <li>Confident manner and the ability to deal with people</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Assessment</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Able to work as part of a team</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>Interview</li> <li>References</li> </ul>

<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Baseline security clearance</li> </ul>		<ul style="list-style-type: none"> <li>• Basic check</li> </ul>
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