

Part A

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

- Ability to produce statistical information reports in a variety of formats
- Knowledge of transport fleet vehicles and plant
- Good IT skills
- Ability to work with a minimum of supervision
- Knowledge of driving licence legislation and online checking procedures
- Good written and oral communication skills
- Basic vehicle maintenance knowledge and the ability to transfer knowledge to customers

Desirable

- Have valid current Category C1, C driving licence.
- Experience of Fleet Management Systems
- Knowledge of Vehicle Operators Licence requirements

Part B

The following criteria will be further explored at the interview stage:

- Good team working skills
- Ability to work with minimum supervision
- Transport fleet vehicle and plant knowledge
- Demonstrate good communication skills
- Commitment to providing quality service levels
- Customer focused approach
- Knowledge of vehicle maintenance safety requirements
- Commitment to equalities

Additional Requirements

Current valid driving licence for Category B and D1

Person Specification

Guidance Notes

- Part A of the person specification should list the essential criteria, and any desirable criteria if appropriate, which are needed to carry out the job. The criteria should include any qualifications, experience or skills that are essential to do the job, as well as criteria which would be beneficial (desirable) but would not stop a person from being short-listed, (desirable criteria can usually be acquired once the person has commenced work with us).
- Part A of the person specification should focus on criteria which will be assessed at the application stage. For example, it is easier to assess if an applicant has a relevant qualification rather than their verbal communication skills which would be assessed within the interview stage.
- Part B of the person specification should focus on those criteria which will be further assessed at the interview stage.
- Criteria should be described in terms of what you want the person to demonstrate and how this may be evidenced. This ensures we do not put unnecessary barriers in the way of applicants from diverse backgrounds and age ranges, who may not have come from a traditional public sector background.
- Criteria must not be discriminatory and managers need to be careful not to put too much emphasis on formal qualifications or lengths of experience which they can't justify, as other evidence of ability may be just as relevant. If you can't justify the inclusion of a criteria don't use it as a selection criteria.
 - Be particularly careful when applying general qualifications as this will be difficult to justify e.g. 5 GCSE's, degree level.
 - Describe experience in terms of quality, level and type rather than the length. For example, asking for 5 years experience could be age discriminatory if you can't justify why it is essential.
 - Do not use age as a condition or indicator of experience or maturity.
 - Avoid unjustifiable physical requirements which could exclude people with a disability.
- If there are any additional work related criteria related to the job these should also be included at Part B Additional Requirements, for example, able to work weekends or evenings etc.