**Person Specification**

**Job title: Port Services Apprentice**

Note to applicant - You should pay particular attention to the essential criteria below and provide evidence of how you consider you meet them as part of your application. Failure to do so may mean that you will not be shortlisted.

Each listed requirement will state how it will be assessed e.g. application form, interview, work-based test and certificate.

| **Essential Criteria** | | **Method of Assessment** |
| --- | --- | --- |
| **Qualifications /**  **Professional Registration/**  **Membership** | All training will be provided to carry out the role of port operative. An overview of the skills required is as follows.   * Forklift * Loading Shovels * Working at Height * Manual Handling * Slinger / Signaller * Port Safety Passport * The ability to drive. | Application form / Interview |
| **Experience** | Develop and maintain a working knowledge of relevant procedures regarding Health and Safety in the workplace. | Application form / Interview |
| Develop and maintain continued knowledge of systems and methods of work within the environments you are qualified to work in. | Application form / Interview |
| **Skills, Knowledge, Ability (including ability**  **to develop knowledge,**  **skill or experience)** | Ability to work well as part of a team as well as independently. | Application form / Interview |
| Have the ability to think about both short term and long-term needs and consequences of actions. | Application form / Interview |
| Abide by rules, health and safety and works effectively as part of a team to minimise any potential risk to individuals or the organisation. | Application form / Interview |  |
| Ability to develop the knowledge of basic mechanical maintenance for the operation of Port plant and machinery. | Application form / Interview |  |
| At all times conduct oneself in a professional and courteous manner throughout your daily routine. | Application form / Interview |  |
| Ability to communicate progress, delays, or problems (actual or anticipated) to your Cargo Team Leader both verbally and via UHF digital radio. | Application form / Interview |
| Ability to safely and appropriately use all plant allocated to carry out a given task. | Application form / Interview |
| Ability to keep all equipment cabs clean and in good condition, and to report any faults with allocated plant/equipment to Cargo Team Leader. | Application form / Interview |
| Hold basic ICT skills, with the ability to learn new software and systems as required, particularly related to the Port’s stock and inventory management system and weighbridge. | Application form / Interview |
| Ability to work in a role which is physically demanding, with the requirement to work at height and also in a ship’s hold. You will also be required to work in all weather conditions. | Application form / Interview |
| **Work Related Circumstances/**  **Values of the Council** | The ability to work flexibly, including 12-hour dayshifts and nightshifts. | Application form / Interview |
| A willingness to be deployed at short notice is required, and an accepting nature regarding where you work within the Port and what role you will perform. | Application form / Interview |
| Ability to meet any travel requirements associated with the completion of required training. | Application form / Interview |
| Commitment to Equal Opportunities. | Application form / Interview |
| Compliance with health and safety rules, regulations, and legislation. | Application form / Interview |
| Ability to comply with the Councils values of:   * We innovate. * We enable. * We respect. | Application form / Interview |

Author J Holvey

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