



PERSONAL SKILLS CHARACTERISTICS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT	SHORTLIST CRITERIA	SHORTLISTING NOTES
<b>4. Personal Qualities</b> <ul style="list-style-type: none"> <li>• Clear oral communication</li> <li>• Good written communication</li> <li>• The ability to communicate effectively to a range of audiences</li> <li>• The ability to form effective working relationships</li> <li>• Good organisation and management skills</li> <li>• The capacity to motivate others</li> <li>• Professionally articulate</li> <li>• Good time management</li> <li>• Capacity to support a high level of staff morale</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		I AF AF/I AF AF/R I/R AF/I I/R I/R	✓ ✓ ✓ ✓	
<b>5. Personal Circumstances</b> <ul style="list-style-type: none"> <li>• The flexibility to respond to the full range of responsibilities described in the job description</li> </ul>	✓		AF/I/R	✓	
<b>6. Physical Requirements</b> <ul style="list-style-type: none"> <li>• Smart appearance commensurate with the role</li> <li>• No serious health problems that are likely to impair or impact upon job performance, (that is one that can be accommodated by reasonable adjustments)</li> <li>• Good attendance record in current employment (not including absences resulting from disability)</li> </ul>	✓ ✓ ✓		I I/R I/R	✓ ✓ ✓	

**Key:**

**AF = Application Form**  
**R = References**

**I = Interview**  
**CQ = Certificate of Qualification**

This specification has been prepared in accordance with the requirements of the Council's Equal Opportunities in Employment Policy.

We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Specification completed by: Mrs K Levesley

Date: 18.09.2017