

**Newcastle-under-Lyme Borough Council****PERSON SPECIFICATION****Job Title:** Landscape Assistant**Grade:** 8**Post Ref:****Date:** August 2023

<b>FACTOR</b>	<b>ESSENTIAL</b>	<b>HOW ASSESSED</b>	<b>DESIRABLE</b>	<b>HOW ASSESSED</b>
<b>(1) Relevant Experience</b>	Experience with landscape design/horticulture/tree preservation orders or a similar environment.  Providing advice and informing elected members / members of public of decision made by the authority	Application Form/Interview		
<b>(2) Formal Academic Qualifications</b>	Degree/Professional/further education qualification in Landscape Design/Horticulture or similar.	Application Form/Certificate(s)		
<b>(3) Vocational Qualifications and Training</b>	Current valid driving licence.  Working knowledge of Microsoft applications, sufficient to input and retrieve data using packages such as Word, Excel and Outlook for email.  Proficient in AutoCAD or similar, for the production of drawings.	Production of Licence/Interview	Qualification in CAD.	Application Form/Certificate
<b>(4) Specialist Knowledge</b>	Landscape Design/Horticulture.  Relevant and related legislation.  Health & Safety knowledge.	Application Form/Interview	Planning Policy.  External Funding.	Application Form/Interview

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<b>(5) Special Working Conditions</b>	Occasional out of hours work (evenings and weekends). Postholder must have access to a vehicle and be prepared to use it for work purposes.  All persons are required to comply with the Authority's No Smoking policy.	Interview		
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**CORE COMPETENCIES**

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
<b>Planning and organising</b>	1. Has the ability to organise own time effectively and creates own work schedules, prioritises, prepares in advance and sets realistic timescales.  2. Accepts constructive feedback and makes adjustments accordingly.  5. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure.	Interview  Interview  Interview	2  2  2
<b>Continuous improvement</b>	6. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance.  7. Awareness of own shortfalls and takes charge of personal development to keep skills up-to-date whilst developing knowledge within a particular area through learning.	Interview  Interview	2  2
<b>Job knowledge</b>	10. Is well informed and educated in performing to the level expected for the job.  11. Seeks to understand how their job supports the strategic direction of the Authority.	Application Form/Interview  Application Form/Interview	2  2

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<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
<b>Communication</b>	<p>12. Communicates information clearly, accurately, positively and in a timely manner.</p> <p>13. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</p> <p>14. Demonstrates required skill in all forms of written, oral and technological communication.</p> <p>15. Changes their communication style and approach to meet the preference of those with whom they are dealing with or of people from diverse backgrounds.</p> <p>16. Explains reasons for the actions and seeks others opinions.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<p>3</p> <p>3</p> <p>3</p> <p>3</p> <p>3</p>
<b>Customer Service</b>	<p>17. Provides excellent service to external/internal customers by focusing on understanding and meeting customer needs.</p> <p>19. Treats diverse range of customers with respect and understanding.</p> <p>20. Responds to requests in a timely and courteous manner and always strives to represent a positive image of the Authority.</p> <p>21. Actively seeks customers' views to shape strategies and plans through: questionnaires, surveys, suggestion box, interactive internet pages.</p>	<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p>
<b>Leadership/ Management</b>	<p>27. Exhibits confidence in financial management, uses the appropriate language i.e. budget, forecast, assets, revenue, shortfall, surplus etc. Discusses the financial implications of decisions, linking decisions to budget provisions.</p> <p>28. Champions 'value for money' in their dealings with others. Says 'no' if not good value, explaining reasons why in order to</p>	<p>Interview</p> <p>Interview</p>	<p>1</p> <p>1</p>

<b>(6) Core Competencies</b>	<b>DEFINITION</b>	<b>HOW ASSESSED</b>	<b>LEVEL OF COMPETENCY</b>
	continuously improve service. 29. Has the ability to negotiate and influence others to obtain a 'win win' solution. 32. Makes decisions confidently and quickly when necessary. 35. Is aware of risk and uses this knowledge when making decisions.	Interview  Interview Interview	1  1 1
<b>Change management</b>	41. Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. 44. Demonstrates a continuous positive attitude whilst embracing change initiatives.	Interview  Interview	3  3
<b>Managing Performance</b>	49. Treats mistakes and problems as an opportunity for learning. 50. Celebrates successes and treats them as an opportunity for learning.	Interview  Interview	1  1
<b>Treating People Fairly</b>	53. Has the ability to demonstrate though behaviour and language, commitment to the council's Equal Opportunities Policy, both within the workplace and in service provision.	Interview	2