

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

**Job Title:** Customer Hub Assistant

**Grade:** 4

**Post Ref:** OFD-06-21

**Date:** 10/06/21

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
<b>(1) Relevant Experience</b>	<ul style="list-style-type: none"><li>i. Some experience in a customer facing role, excellent inter-personal skills and a proven ability to deal effectively with customers and remain calm in contentious and difficult situations</li><li>ii. Proven ability to quickly learn new systems, follow procedures and processes and maintain accurate records</li><li>iii. Proven ability to be accurate, detailed and professional in approach to work</li><li>iv. Proven ability to deliver high standards and good customer service</li><li>v. Clear understanding of health and safety procedures</li></ul>	Demonstrable via interview	

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE
<b>(2) Formal Academic Qualifications</b>	Good standard of education with a minimum of 5 GCSEs or equivalent experience		
<b>(3) Vocational Qualifications and Training</b>			
<b>(4) Specialist Knowledge</b>	Broad knowledge of local authority purpose and services		
<b>(5) Special Working Conditions</b>	All employees are required to comply with the Authority's No Smoking Policy.		

Competency	How Assessed
<b>Planning and Organising</b>	<ol style="list-style-type: none"> <li>1. Adapts and works effectively in different situations in order to carry out variety of tasks, whilst remaining calm and level-headed under pressure.</li> <li>2. Accepts constructive feedback and makes adjustments accordingly.</li> </ol>
<b>Organisational Development</b>	<ol style="list-style-type: none"> <li>3. 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.</li> </ol>

<b>Communication</b>	<ol style="list-style-type: none"> <li>4. Communicates information clearly, accurately, positively and in a timely manner.</li> <li>5. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others.</li> <li>6. Demonstrates required skill in all forms of written oral and technological communication.</li> <li>7. Changes communication style and approach to meet the preferences of those with whom they are dealing with or of people from diverse backgrounds.</li> <li>8. Explains reasons for the actions and seeks others' opinions.</li> <li>9. Shows an awareness of how their actions affect others.</li> <li>10. Find opportunities to meet people, members and get to know them better, gain trust and understand their point of view.</li> </ol>	
<b>Focusing on our citizens</b>	<ol style="list-style-type: none"> <li>11. Consult with citizens/councillors/ stakeholders and gather feedback and new ideas to continually improve the service.</li> <li>12. Inform citizens/councillors how their views, needs and requests are included in plans or decisions.</li> <li>13. Take pride in the job and in delivering what our communities need; promote these successes and the difference it has made.</li> </ol>	
<b>Leadership</b>	<ol style="list-style-type: none"> <li>14. Build and maintain good working relationships with people inside and outside the council, including Councillor, partners and members of the public.</li> <li>15. Makes decisions confidently and quickly when necessary.</li> </ol>	
<b>Managing Change</b>	<ol style="list-style-type: none"> <li>16. Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities.</li> <li>17. Is prepared to challenge where others are not seeing the wider implications.</li> <li>18. Anticipate how people will feel about change and take action to help them through.</li> </ol>	

	19. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	
<b>Performance Management</b>	<p>20. Gathers and gives feedback regularly and constructively on an individual and organisational basis.</p> <p>21. Quickly highlight and deal with unacceptable behaviour and its impact on others.</p> <p>22. Evaluate mistakes and learn from them.</p> <p>23. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.</p>	
<b>Living the values</b>	<p>24. Demonstrates and champions equalities in the treatment of others and in the delivery of services.</p> <p>25. Stand by Council decisions and act in the Council's best interests, putting them above those of the directorate or immediate team/individuals.</p> <p>26. Express pride in what the Council does and uphold the reputation of the Council.</p> <p>27. Demonstrate high standards of personal and professional conduct and be a role model to others.</p> <p>28. Ensure actions are in line with what citizens should expect from Council employees.</p> <p>29. Is prepared to admit to having made a mistake.</p>	
<b>Health and Safety</b>	<p>30. Demonstrates basic understanding of Health and Safety responsibilities within the workplace.</p> <p>31. Demonstrates an ability to ensure any agreed safety rules or procedures are effectively implemented within their areas of responsibility whilst helping others to understand their responsibilities and obligations.</p>	

	32. Demonstrates an understanding of and ensures adequate resources are provided, responsibilities for health and safety are adequately assigned, accepted and fulfilled at all levels of the organisation and understands the need to ensure that the effectiveness of the arrangements are regularly reviewed and timely corrective action taken when necessary.	
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