

Newcastle-under-Lyme Borough Council

PERSON SPECIFICATION

Job Title: Mechanic

Grade: 8

Post Ref: EE356

Date: July 2022

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(1) Relevant Experience	Successful completion of a recognised apprenticeship or have experience within the motor industry. Experience of modern heavy and light commercial working on the roadside. Provides excellent service to external/internal customers by focusing on understanding and meeting customer needs.	Application Form/ Interview/Assessment/ References	Experience of repairing Municipal Fleet. Experience of interacting with the public.	Application Form/ Interview/References
(2) Formal Academic Qualifications	City and Guilds Level 3 or equivalent. A current a full, clean driving licence with a category C LGV entitlement IRTEC qualification in Heavy Good Vehicle (or willing to achieve in an agreed period).	Application Form/ Certificates	VOSA certificate in inspection standards for LGV maintenance.	

FACTOR	ESSENTIAL	HOW ASSESSED	DESIRABLE	HOW ASSESSED
(3) Vocational Qualifications and Training	Knowledge of Workshop, Health and Safety practices, training in vehicle electrical, hydraulic pneumatic systems. Computer literate with ability to use garage management systems, email and Microsoft office products.	Application Form/ Interview/Assessment/	Fork lift truck licence Loadall licence	
(4) Specialist Knowledge	To have the ability and knowledge to diagnose faults on light and heavy goods vehicles and plant. Knowledge to provide safe roadside assist.	Application Form/ Interview/Assessment/	Knowledge of vehicle diagnostic equipment. Diagnostic skills of vehicle electronic systems. Competency in fabrication / welding.	
(5) Special Working Conditions	All employees are required to comply with the Authority's No Smoking Policy. The postholder will be required to lift heavy equipment (manual handling). Out of hours working on a rota basis.	Interview Interview/Application Form Interview		

(6) Core Competencies	DEFINITION	HOW ASSESSED
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(6) Core Competencies	DEFINITION	HOW ASSESSED
Planning and Organising	1. Adapts and works effectively in different situations in order to carry out a variety of tasks, whilst remaining calm and level headed under pressure. 2. Accepts constructive feedback and makes adjustments accordingly. 3. Has the ability to set and meet challenging goals, creating own measures and consistently seeks ways of improving performance. 4. 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 Interview Interview
Communication	5. Communicates information clearly, accurately, positively and in a timely manner. 6. Listens attentively and responds thoughtfully to the needs, ideas and opinions expressed by others. 8. Changes communication style and approach to meet the preference of those with whom they are dealing with or of people from diverse backgrounds. 10. Shows an awareness of how their actions affect others.	Interview Interview Interview Interview
Managing Change	35. Ability to modify style in order to reach goals and to maintain effectiveness within changing environments and with varying responsibilities. 38. Aspire to be better and exceed expectations and promote a positive 'can do' attitude.	Interview Interview

(6) Core Competencies	DEFINITION	HOW ASSESSED
Management Performance	42. Evaluate mistakes and learn from them. 44. Uphold the Council's reputation by delivering on the community's expectations and encourage others to do the same.	Interview Interview
<i>Living the Values</i>	46 Demonstrates and champions equalities in the treatment of others and in the delivery of services. Stand by Council decisions and act in the Council's best interests, putting them above those of the directorate or immediate team/individuals. 47. Express pride in what the Council does and uphold the reputation of the Council. 48. Demonstrate high standards of personal and professional conduct and be a role model to others. 49. Ensure actions are in line with what citizens should expect from Council employees. 50. Is prepared to admit to having made a mistake.	Interview Interview Interview Interview Interview Interview
<i>Health and Safety</i>	51. Demonstrates basic understanding of Health and Safety responsibilities within the workplace. 52. 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.	Interview Interview

(6) Core Competencies	DEFINITION	HOW ASSESSED
	53. 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.	Interview