

# Person Specification

These criteria will be used throughout the assessment process. Please evidence all criteria listed below in your application form.  
You should give examples to support your answer.

Criteria and competency they link to as appropriate	Essential	Desirable	Means of measurement				
			AF	I	T/A	Q	P
<b>Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>• Good inter-personal and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene Level 2</li> </ul>	√	√			
	<ul style="list-style-type: none"> <li>• Working skills of one or more of the following:                             <ul style="list-style-type: none"> <li>○ Catering and food preparation</li> <li>• Bricklaying</li> <li>• Gardening</li> <li>• Joinery</li> <li>• Landscaping</li> <li>• Painting &amp; decorating</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Probation Service and/or other statutory and voluntary agencies</li> </ul>	√	√	√		
	<ul style="list-style-type: none"> <li>• Relevant knowledge of Health &amp; Safety</li> </ul>		√	√	√		
	<ul style="list-style-type: none"> <li>• Assessment, Coaching and Planning Skills</li> </ul>		√	√	√		
	<ul style="list-style-type: none"> <li>• Able to use appropriate authority</li> </ul>		√	√	√		
	Current, clean driving licence, held for minimum of 5 years.		√	√			

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<b>Skills Knowledge and Aptitude</b>	<ul style="list-style-type: none"> <li>Must be able to drive service users to work sites.</li> <li>Physically able to work in a variety of buildings/settings</li> <li>Knowledge of Health and Safety in the work environment and undertaking risk assessments</li> </ul>		√	√			
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>Literate and numerate</li> </ul>	<ul style="list-style-type: none"> <li>Basic IT skills</li> <li>Practical qualifications e.g apprenticeships, City and Guilds, NVQ etc</li> <li>First Aid Certificate</li> </ul>	√			√	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Supervisory Experience</li> <li>Practical Experience</li> </ul>	<ul style="list-style-type: none"> <li>Work with mixed age/race/gender offender groups</li> </ul>	√	√			
			√	√			

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<b>Disposition</b>	<ul style="list-style-type: none"> <li>Willingness to develop own skills and knowledge</li> <li>Enthusiastic</li> <li>Commitment to working in a team.</li> <li>Understanding and commitment to values, aims, ethos of Probation Service, including Equal Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Friendly, pleasant personality</li> <li>Confident and assertive</li> </ul>	√  √ √ √	√  √ √			
<b>Special Requirements</b>	<p>Flexible across South Yorkshire (re time, day and location)</p> <p>unsocial hours (weekend working included). Good timekeeper.</p>		√  √	√  √			

## Measurement Key

AF	Application Form	Q	Qualification
I	Interview	P	Presentation
T/A	Test/Assessment		