



Person specification			
Post title	Revenues & Benefits Apprentice	Grade	Apprentice – Pay Band B
Service Area	Resources/Exchequer Services	Section/team	Revenues & Benefits

***** This post is exempt from the provisions of the Rehabilitation of Offenders Act – applicants must disclose all criminal convictions including those which are ‘spent’, in addition to any cautions and bindover orders received in the last 12 months *****

Shortlisting Number	Criteria	Essential\Desirable	Method of assessment
Skills, knowledge, experience			
S1	Good communication and numerical skills.	Essential	A/I
S2	Understanding of the principles of Data Protection and the need for confidentiality.	Essential	A/I
S3	Basic computer skills.	Essential	A/I
Personal attributes and circumstances			
P1	Integrity - ability to be open and honest, to maintain high standards of personal behaviour and display strong moral principles	Essential	I
P2	Accountability - willingness to take personal responsibility for your actions and decisions, and to understand the consequences of your behaviour	Essential	I
P3	A demonstrable willingness to share information and work with other people.	Essential	I
P4	Respect - a strong desire to treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can	Essential	I
P5	Self motivation, enthusiasm and a commitment to learning new skills.	Essential	A/I
Communication			
C1	Ability to communicate effectively at all levels face to face, verbally and in writing.	Essential	A/I

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C2	An appreciation of the principles of customer care.	Essential	A/I
Qualifications			
Q1	A good standard of education.	Essential	A
Health and safety			
H1	Ability to use equipment as instructed and trained Ability to inform management of any health and safety issues which could place individuals in danger		A

A = Application form **C** = Certificate **E** = Exercise **I** = Interview **P** = Presentation **AC** = Assessment Centre **T** = Test

Date	Approved by authorised manager	Designation
17.05.2022	P.J.Parsons	Revenues & Benefits Manager

Where the post involves working with children, in addition to a candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline**

We have a positive attitude to the employment of disabled people and guarantee an interview to those who meet **all** the necessary criteria of the person specification.

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