

UBICO LTD

PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Ubico Ltd	Division: Operations
Job Title: Waste and Recycling Collection Operative	Grade: C
Drawn up by: Beth Boughton	Signature:

Does this post require a Criminal Records Bureau disclosure? NO

If yes, at what level, ENHANCED or STANDARD (delete as appropriate)

If the answer is YES, the post is considered to be exempt under the Rehabilitation of Offenders Act (1974) and applicants must be prepared, if offered the post, to complete a Criminal Records Bureau disclosure form and allow the appropriate checks to be carried out.

Essential Criteria (it is essential that applicants satisfy the criteria listed in boxes A to E)	Assessment Code
<p>A. Skills and Abilities (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <p>(i) Ability to read and follow basic information / instructions</p> <p>(ii) Ability to work as part of a team</p> <p>(iii) Ability to effectively communicate factual information and customer feedback to colleagues and management</p> <p>(iv) Ability to use initiative and work with minimum supervision</p> <p>(v) Ability to deal with customers, colleagues and management in a courteous, helpful and friendly manner.</p> <p>(vi) Ability to maintain a quality service delivery and operate within the values of the company</p> <p>(vii) Fit and able to lift heavy objects and walk 8-10 miles each day at a brisk pace.</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>B. Knowledge</p> <p>(i) Basic knowledge of refuse and recycling operations</p>	<p>S/I</p>

Essential Criteria	Assessment Code
C. Work Related Experience (including voluntary/unpaid work) (i) Supervising a team (ii) Working as part of a team.	S/I S/I
D. Qualifications - for which there is a legal/professional requirement	S S
E. Circumstances (i) A flexible approach to working hours and tasks allocated is required. (ii) Previous experience of working with mobile or static plant and equipment. (iii) Prepared to work outdoors in all weather conditions. (iv) Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.	S/I S/I S/I S/I
F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting) (i) Previous refuse and recycling collection experience or experience of manual work (ii) Good knowledge of Gloucestershire and the surrounding area	I I

Criteria Assessment Code Descriptors S - To be assessed at shortlisting for interview. I - To be assessed at interview T - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)
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FOR OFFICE USE ONLY
Verification Statement I confirm that this Personnel Specification has been approved by: Name: _____ Designation: _____ Signature: _____ Date of Approval: _____ This statement must be completed before the form is sent to Human Resources