

UBICO

PERSONNEL SPECIFICATION FORM

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

Group: Ubico	Division: Fleet
Job Title: HGV Engineer/ MOT Tester	Grade: F
Drawn up by: Tammy Beach	Signature:

<p>Does this post require a Criminal Records Bureau disclosure? No</p> <p>At STANDARD level</p> <p>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.</p>

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> <ul style="list-style-type: none"> ◦ Manual dexterity and good physical co-ordination ◦ Proactive team member with a positive attitude and customer focussed approach to work. ◦ Ability to communicate with colleagues and members of staff. ◦ Ability to undertake manual handling duties. ◦ Prepared to work in a variety of work environments including indoors and outdoors in varying weather conditions. 	<p>T</p> <p>S/I</p> <p>S/I</p> <p>S/I</p>
<p>B. Knowledge</p> <ul style="list-style-type: none"> ◦ Good H&S knowledge & in relation to vehicle maintenance 	<p>S</p>

Essential Criteria	Assessment Code
C. Work Related Experience (including voluntary/unpaid work) <ul style="list-style-type: none"> ◦ Practical experience in MOT servicing & repair of cars & light vehicles 	S
D. Qualifications - for which there is a legal/professional requirement <ul style="list-style-type: none"> ◦ Class 4 MOT Testing Certificate ◦ HGV Driving licence 	S S
F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting) <ul style="list-style-type: none"> ◦ Basic understanding of information technology. 	I

Criteria Assessment Code Descriptors <ul style="list-style-type: none"> 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.)

<p>FOR OFFICE USE ONLY</p> <p>Verification Statement I confirm that this Personnel Specification has been approved by:</p> <p>Name: _____ Designation: _____</p> <p>Signature: _____ Date of Approval: _____</p> <p>This statement must be completed before the form is sent to Human Resources</p>
