

xi.	The ability to operate the Information Technology systems and equipment.	S/I
xii.	The ability to operate within the values of Ubico Limited.	S/I
xiii.	Ability to prioritise own workload and work unsupervised.	S/I
B. Knowledge		
i.	Knowledge of Waste and Recycling or Grounds Maintenance operations or a similar service industry.	S/I
ii.	Good knowledge and understanding of Health & Safety legislation / procedures and how to put them in to practice.	S/I
iii.	Knowledge and understanding of personnel issues / procedures and of how they are put into practice	S/I
iv.	Good understanding of best practice in a relevant service industry.	S/I

Essential Criteria	Assessment Code
C. Work Related Experience (including voluntary/unpaid work)	
i. Experience of working in a customer services organisation.	S/I
ii. Experience of day to day management and supervision of a workforce of more than twenty staff or relevant experience to demonstrate competence.	S/I
D. Qualifications - for which there is a legal/professional requirement	
i. Full Driving Licence	S/I
ii. IOSH Supervising Safely	S
iii. Fork lift licence	S/I
E. Circumstances	
A flexible approach to working hours and tasks allocated is required.	

<p>F. Desirable Criteria (It is not essential to satisfy these requirements, but they may be used during shortlisting)</p> <ul style="list-style-type: none"> i. NVQ Level 3 / City and Guilds in Grounds Maintenance ii. National Certificate of Horticulture iii. Certificate in Herbicide Application (PA1 and PA6) iv. Certificate of Technical Competence (COTC) Level 4 – Managing Transfer Operations v. Certificate of Professional Competence in Transport Management (Road Haulage) 	
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<p>Criteria Assessment Code Descriptors</p> <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.)
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<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>	

This form is produced by Human Resources, if you would like to comment on it please call us on 775092 or 264111