

GRAMPIAN ASSESSOR & ELECTORAL REGISTRATION OFFICER

PERSON SPECIFICATION

Post: Technical Assistant
Location: Elgin
Reference: 23-03
Date Specification Completed: 22 March 2019
Prepared By: GMO

Note: Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.

ATTRIBUTES	ESSENTIAL The minimum acceptable levels for safe and effective job performance.	DESIRABLE The attributes of the ideal candidate.
Experience		Previous experience in property surveying. Experience of Geographical Information Systems
Education & Qualifications *	Two Higher passes at C or above and three National 5 Awards at level C or above including English, Maths and a science or equivalent, or work experience that demonstrates an appropriate level of literacy and numeracy.	Property related HNC/HND (or equivalent).
Skills/Abilities (general)	Ability to work on own initiative and flexibly as part of a team. Ability to utilise general office IT systems including Microsoft Office. Good organisational skills and ability to prioritise work. Highly motivated.	Excellent spatial awareness and navigational skills.
Skills/Abilities specific to post	Ability to travel efficiently and effectively between various work locations within Grampian to meet the operational requirements of the Service. Due to the rural nature of Grampian this is normally undertaken by use of a car.	

	High standards of numeracy and literacy.	Technical drawing ability.
Inter-personal & social skills	<p>Ability to relate effectively to people at all levels.</p> <p>Skilled communicator effective with colleagues, external agencies and the public.</p>	
Working environment & physical demands	<p>Ability to access and work effectively within the built environment, including for example construction sites, tenement flats, factories and warehouses</p> <p>Appreciation, acceptance and commitment to the importance of confidentiality.</p>	