

Person Specification

POST:	Market Supervisor	GRADE:	5
DIRECTORATE:	Communities	POST NO:	

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Working Collaboratively	
Works with our partners and the community to achieve the best outcomes in a seamless way.	Interview
One Team One Council	
Encourage a culture of participation where staff feel empowered and valued.	Interview
Builds effective relationships outside immediate team.	Interview
Creates good customer relationships and demonstrates the highest level of customer care.	Interview
Shares a sense of pride in the work of the Council.	Interview
Communicates effectively.	Interview
Professional and polite and earns the respect of management and colleagues.	Interview
Work Smart	
Ensures public money is spent in the smartest way possible.	Interview
Participates in corporate working to ensure integrated service provision.	Interview
Demonstrates a positive can do approach.	Interview
Embraces a culture of continuous improvement.	Interview
Is accountable and transparent and takes responsibility for own actions.	Interview

COMPETENCIES (All competencies listed are essential to the post)	METHOD OF ASSESSMENT (Application Form/ Interview/Test)
Works flexibly and is receptive to new ideas and different ways of working.	Interview
Demonstrates integrity, honesty and trustworthiness as set out in the Council's Code of Conduct.	Interview
Evaluates and manages operational risk.	Interview
Brings commerciality into everyday thinking.	Interview
Organised in terms of prioritising and completing work.	Interview
Takes responsibility for own personal development.	Interview

QUALIFICATIONS	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
Good general level of education	ESSENTIAL	Application/Interview
First aid at work	ESSENTIAL	Application/Interview

SKILLS/KNOWLEDGE/ABILITIES	ESSENTIAL/ DESIRABLE	METHOD OF ASSESSMENT
High level workplace literacy and numeracy with good IT skills, able to communicate effectively via email, update tenancy spreadsheets and prepare other similar reports, using the council's systems.	ESSENTIAL	Application/Interview
Effective organisational skills including ability to manage own time and plan work to priorities and deadlines.	ESSENTIAL	Application/Interview
Effective personal communication, both verbal and written.	ESSENTIAL	Application/Interview
Ability to remain calm under pressure and when responding to the demands of challenging situations.	ESSENTIAL	Application/Interview
A good working knowledge of Health and Safety in a retail or other customer facing environment.	ESSENTIAL	Application/Interview

EXPERIENCE	ESSENTIAL / DESIRABLE	METHOD OF ASSESSMENT (Application/Interview/Test)
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Experience in general clerical/administrative work, including experience in cash handling, receipting payments and reconciliation.	ESSENTIAL	Application/Interview
Extensive experience of dealing with the public.	ESSENTIAL	Application/Interview
Experience in working well under pressure to tight deadlines both as an individual and as part of a team.	ESSENTIAL	Application/Interview

ADDITIONAL REQUIREMENTS	ESSENTIAL /DESIRABLE	METHOD OF ASSESSMENT(Application Form/ Interview/Test)
Regular and Reliable Service (the Council does not wish to employ individuals who have a poor history of attendance at work where there is no underlying medical reason for the absence)	ESSENTIAL	References
Demonstrate commitment to equal opportunities together with a clear appreciation of equalities issues.	ESSENTIAL	Application Form/Interview
Full driving licence	ESSENTIAL	Application/Interview

PREPARED BY: Julia Robinson	DATE: November 2021
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The Equality Act 2010 - Where appropriate, the duties may be reviewed where an applicant has a disability within the definition of the Act, or an existing employee becomes unable to carry out the full range of duties due to a disability