

PERSON SPECIFICATION

Casual Mobile Library Driver

All the criteria below, both essential and desirable, will be assessed via your application form; further methods will be used to support this in the interview/selection stage should your application progress. Please refer to this document and the job description when completing your application, giving examples. A re-wording of the criteria listed will not guarantee an interview.

Method of Assessment: S - Scenario, I - Interview, P - Portfolio, T - Test, D – Documents

Qualifications and training

Method of Assessment – D, I

Essential:

- 5 passes at GCSE or equivalent
- A current C1 driving licence with no more than three penalty points
- The post holder will be required to undertake a council driver assessment prior to appointment and thereafter on a regular basis.

Desirable:

5 Grade A – C passes at GCSE level or equivalent

NVQ level 2 or equivalent in a relevant subject eg: Information and Library Services, Customer Service, ICT.

The New GCSE Grading System

- Grades 7-9 are equivalent to the old grades A and A*.
- The bottom of grade 7 aligns with the bottom of grade A.
- Grades 4-6 are equivalent to the old grades B and C.
- The bottom of grade 4 aligns with the bottom of grade C



Experience and knowledge

Method of Assessment – P,I

Essential:

- Driving large commercial vehicles
- An interest in and enthusiasm for libraries, books and reading

Desirable:

- Driving delivery vehicles
- Customer service experience

Specialist skills and abilities

Method of Assessment – P,I

Essential:

- Appropriate ICT skills and understanding including the use of internet and email

Desirable:

- Good geographical knowledge of Shropshire

Personal skills and attributes

Method of Assessment – I

Essential:

- Awareness of the health and safety issues relating to driving delivery vehicles
- Excellent customer care skills and the ability to engage with the widest range of customers.
- Ability to work as part of a team and on own initiative
- Positive, flexible and open approach to work

Fluency Duty

Essential – Communication (Fluency Duty)

This role is subject to the Fluency Duty under the Immigration Act 2016. The postholder will be required to demonstrate an appropriate level of spoken English where this is a regular and intrinsic part of the role.

This criteria applies in accordance with the statutory Fluency Duty for public facing roles

Special working conditions



Method of Assessment – I

Essential:

- A flexible approach to patterns of working and willingness to work alone as required.
- Ability to cope with physical aspects of the job including screen time, standing, lifting and carrying. This does not override any commitment the authority will make in order to meet the requirements of the Equality Act.

