

# Person Specification



South  
Cambridgeshire  
District Council

## PERSONNEL DEVELOPMENT

Post: Asset management Apprentice

Prepared on: August 2016

Criteria	Attributes	Essential (E) Or Desirable (D)	Method Of Measurement A - Application Form, I - Interview T – Test WE – Work Experience Day
Education/Qualifications	Must be numerate and literate with a good general standard of education, at least to GCSE level or equivalent in Maths and English.	E	A
Experience/Knowledge	Knowledge of Microsoft Office packages, eg. Word, Excel, Outlook etc.	D	A
Skills And Abilities	Good written and oral communication skills. Providing basic admin support for the Council's Asset Management team.	E	A I WE
Personal Qualities/Aptitude	Able to multi-task and prioritise own workload in consultation with line manager. Be customer orientated, have an excellent telephone manner. Work well as part of a team.	E	I WE
Miscellaneous /Other Working Requirements	Reliable, Commitment, Initiative, Confidence, Flexibility, Good Team Player.	E	A I WE