

Person Specification

Post Title:	Stores Assistant		
Directorate:	Service Support		
Location:	Western Annex County Hall		
Grade:	D	Date:	March 2023

Guidance Notes

Please note that 'Essential' denotes those requirements, which the applicant **must** hold to be shortlisted for interview.

	Requirements: E = Essential D = Desirable	E/D	Measure (see below)
Knowledge and Experience			
<i>Delivering Results & Meeting Customer Expectations</i>	A proven track record of understanding and be able to apply the concept of Customer Service in a responsive and helpful manner – professional, positive & honest.	E	1,3
<i>Persuading & influencing</i>	Proven experience of providing good verbal communication skills with the ability to communicate, guide and influence customers effectively at all levels. Able to provide advice and deal efficiently with enquiries.	E	1
<i>Job Specific</i>	At least 6 months experience in working in a clerical/ administrative environment /role.	E	1
	At least 6 months experience of working within a stores or stock environment	D	1
	Knowledge and Experience of using Microsoft word, Excel and PowerPoint packages.	E	1
	Experience and Knowledge in understanding budgets and financial implications. Providing best value to the Service.	D	1,3
<i>Adapting & Responding to change</i>	Experience in reacting positively to change and is proactive in applying changes	E	1,3
<i>Achieving Personal Work goals & Objectives</i>	Experience of delivering multiple tasks within agreed timescales to achieve departmental plans and objectives. Maintain a high standard of work and shows flexibility to achieve targets.	E	1,3
<i>Following instruction & procedures</i>	Possess a working knowledge of the principles of Health & Safety at work and apply to the workplace	E	1,3

<i>Creating and innovating</i>	Experience of using innovation to manage high workloads in order to increase productivity.	D	1
Equality and Fairness			
<i>Minimum requirement particular EO requirement for the post</i>	Sound knowledge of and commitment to Equality, Diversity & Inclusion.	E	1,3
<i>This is law and part 7 of the Code of Practice on the English language requirements for public sector workers.</i>	The ability to converse at ease with members of the public and provide advice in accurate spoken English.	E	1,3
Qualifications and Training			
<i>Academic Professional Job Related Vocational</i>	IOSH General Certificate	D	1,5
	Manual Handling Certificate	D	1,5
	Must be willing to undertake further training as necessary.	E	1,3
	Minimum Level 2 qualification in English, Maths and ICT or equivalent.	E	1,5
Skills			
<i>Following Instructions & Procedures</i>	Demonstrates the ability to follow instructions and procedures to maintain accurate records always showing attention to detail.	E	1
<i>Deciding & Initiating Action</i>	Highly motivated with energy & enthusiasm, personal resilience with a desire and track record of delivery and achievement	E	1,3
	Possess an ability to use own initiative when working alone or with minimum supervision.	E	1,3
<i>Working with People</i>	Demonstrate the ability to work alone but also be part of a team who can communicate easily with others and be understanding of their needs.	E	1
	Able to work with others and have a good level of interpersonal skills.	E	1
	Ability to maintain accurate electronic and paper records ensuring attention to detail.	E	1
<i>Adhering To Principles & Values</i>	Demonstrate high personal standards in dealing with people and financial matters.	E	1
<i>Coping with Pressure & Setbacks</i>	Remains focused on workload when under pressure and creates new ways of staying on targets following setbacks.	E	1
	Ability to apply a high level of organisational skills with the ability to prioritise workloads, when working under pressure.	E	1

Other			
	Must be willing to undertake a basic DBS (Disclosure & Barring Services).	E	1,5
	Possess a valid UK, EU or EEA Driving Licence	E	5
	The post holder will be required to regularly visit a range of locations within Leicester, Leicestershire and Rutland.	E	1

Guidance Notes

In weighing the factors “essential” denotes those requirements that the candidate **must** hold. The qualities specified must be strictly based on requirements to perform the job and must not be unnecessarily restrictive or demanding.

Measures

1 = Application Form

2 = Testing

3 = Interview

4 = Pre-Screen

5 = Other (e.g.: DBS Check/Certificates)