

## PERSON SPECIFICATION

This document will be used to shortlist applicants and score interview candidates

Applicants Name \_\_\_\_\_

<b>Job Title:</b>	<b>Land-based Service Engineering Technician Apprentice</b>	<b>(Scoring is for office use only)</b>
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	Education, Qualifications and Training	How and When Assessed	Score
<b>Essential</b>	NVQ Level 2 in literacy and numeracy (or willingness to work towards)	Application form and certificates	
<b>Essential</b>	Good standard of general education	Application form and certificates	
	<b>Experience</b>	<b>How and When Assessed</b>	
<b>Essential</b>	Able to demonstrate an interest in the work/subject area	Application form, interview and references	
	<b>Knowledge</b>	<b>How and When Assessed</b>	
<b>Essential</b>	Knowledge of administrative practices and procedures	Application form and interview	
<b>Essential</b>	Understanding of agricultural principles	Application form and interview	
<b>Desirable</b>	Knowledge and understanding of Work Based Learning and Apprenticeships	Application form and interview	
<b>Desirable</b>	Knowledge of NVQ framework	Application form and interview	
<b>Desirable</b>	Good knowledge of Health and Safety requirements in the workplace	Application form and interview	
		<b>SHORTLISTING TOTAL SCORE:</b>	
	<b>Skills / Abilities</b>	<b>How and When Assessed</b>	
<b>Essential</b>	Effective communication skills, both oral and written	Application form and interview or assessment	
<b>Essential</b>	Able to demonstrate effective use of information technology to support role	Application form and interview or assessment	
<b>Essential</b>	Able to demonstrate ability to work from technical manuals	Application form and interview	
<b>Essential</b>	Able to demonstrate effective planning methods, setting aims, objectives and targets	Application form and interview	
<b>Essential</b>	Able to demonstrate effective use of self assessment and evaluation	Application form and interview	
<b>Essential</b>	Able to demonstrate effective collaborative and team working	Application form and interview	
<b>Essential</b>	Able to demonstrate willingness to work to deadlines	Application form and interview	
<b>Essential</b>	Able to demonstrate self-motivation and commitment to continuous improvement	Application form and interview	
<b>Essential</b>	Able to demonstrate commitment to inclusion, health and safety, equal opportunities and widening participation	Application form and interview	
<b>Desirable</b>	Full driving licence and access to transport	Application form, evidence and interview	
		<b>OVERALL TOTAL SCORE:</b>	

**RECRUITING MANAGERS MUST COMPLETE NEXT SECTION**

Scoring  
Guide

- 2 Exactly meets criteria**
- 1 Partially meets development Required**
- 0 Does not meet criteria**

**Shortlisting Panel names and Date:**

**Interviewing Panel names and Date:**

**Recommendations  
and information for  
feedback of  
unsuccessful  
candidates**

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