

RUNNYMEDE BOROUGH COUNCIL

Environmental Protection Division

Person Specification

Post: Assistant Recycling Officer Post No:

Completed by: Dennis Speight: Date. 19th June 2006

A ✓ should be shown against each criterion to indicate whether it will be assessed from the application form (A.F.) or at interview (Int)

Essential	How assessed		Desirable	How assessed	
	A.F.	Int		A.F.	Int
<u>Education & Training</u> 5 GCSEs or equivalent, including maths and English.	✓		A level or equivalent	✓	
Knowledge of recycling	✓		2 years experience of recycling Knowledge of local authorities	✓ ✓	● ✓
<u>Personal Qualities/Personality</u>					
Non- smoker at work	✓	✓			
Enthusiastic		✓			
Smart Appearance		✓			
Able to work in a team		✓			
<u>Skills</u>					
Able to communicate effectively – both written and oral – with members of the public and Councillors.	✓	✓			
Computer Literate	✓	✓			
Good presentational skills	✓	✓			
<u>Career Objectives</u>					●
			Willing to undertake further training/qualifications	✓	✓
<u>Special Requirements</u>					
Car owner/Driver	✓				
Prepared to undertake work outside normal office hours at short notice	✓	✓			