

LLANELLI RURAL COUNCIL

PERSON SPECIFICATION

POST: EMPLOYER ENGAGEMENT OFFICER

LOCATION: VAUXALL LLANELLI.

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Skills/Knowledge/ General Attributes</u>			
Good communication skills (both oral and written)	✓		Application / Interview
Ability to cope under pressure with minimum supervision	✓		Application / Interview
Customer care skills and their application in the workplace.	✓		Application / Interview
Organisational skills	✓		Application / Interview
Ability to prioritise, schedule workload	✓		Application / Interview
A working knowledge of Essential Skills		✓	Application / Interview
Ability to motivate, train and develop others		✓	Application / Interview
Ability to work on own initiative	✓		Application / Interview

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<u>Skills/Knowledge/ General Attributes</u>			
Ability to advise and instruct	✓		Application / Interview
Interpersonal skills	✓		Interview
Problem solving skills	✓		Application / Interview
Good Standard of Literacy and Numeracy Skills	✓		Application / Interview
Ability to speak Welsh		✓	Application
General knowledge of the West Wales area		✓	Application
<u>Experience/Qualifications/ Training etc</u>			
IT skills	✓		Application / Interview
Experience of Work-Based Learning		✓	Application
Experience of Health & Safety in the workplace	✓		Application / Interview
Experience in working with young people		✓	Application / Interview
Qualification in Advice and Guidance or similar		✓	Application

<u>Other requirements</u>			
Valid UK driving licence	✓		Application
Flexible with working arrangements	✓		Application