

Person Specification

Post Title: Environmental Assistant	Post No: R0683
Organisation Unit: Estates & Resources	

Attributes	Essential	Desirable
Knowledge	<p>Good knowledge of sustainability and environmental issues, including energy efficiency and waste management</p> <p>Some knowledge of purchasing and supply chain from a sustainability perspective</p> <p>Understanding of word-processing, databases, spread sheets and presentation packages</p>	An awareness of environment-related legislation
Skills	<p>Excellent communication and influencing skills</p> <p>Capable of developing good working relationships at all levels</p> <p>Good analytical and numerical skills</p> <p>Good organisational skills</p> <p>Ability to work on own initiative</p>	Good report drafting skills
Experience	Demonstrable experience of practical implementation of sustainability issues	<p>Ability to develop 'Best Practice' on sustainability relating to supply chain issues</p> <p>Delivery of workshops/presentations</p>
Qualifications	GCSE's including English and Mathematics (or equivalent)	A relevant Environmental qualification
Competencies	<p>COMPETENCY - Essential</p> <p>LEVEL</p>	<p>COMPETENCY - Desirable</p> <p>LEVEL</p>

	<p><u>Communicating and influencing:</u> Communicates information effectively to a wide range of diverse stakeholders, influencing events</p> <p><u>Team Working:</u> Contributes to team development, seeking and testing improvements to the team's outputs/service</p> <p><u>Organisation and delivery:</u> Plans time effectively to achieve results in day to day work. Is organised and prioritises work appropriately</p> <p><u>Adaptability:</u> Willingly takes on new tasks/adopts new approaches as required as appropriate to job role. Participates in PDCR and takes responsibility for keeping professional skills and knowledge up to date.</p>	<p>2</p> <p>2</p> <p>1</p> <p>1</p>		
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Person Specification drawn up by:	Grant Anderson	Date:
Approved for department by:	Grant Anderson	Date:

* Please note: in compliance with our obligations under the Immigration, Asylum & Nationality Act 2006, we will require to check original documentary proof of eligibility to work in the UK