

## PERSON SPECIFICATION

**POST TITLE:** Workshop Co-ordinator

**DIVISION/UNIT:** Construction Division/Transport Services

## JOB SPECIFIC COMPETENCIES

	Essential	Desirable	Evidence/Method of Assessment
Experience	<ol style="list-style-type: none"> <li>1. Served a recognised and relevant apprenticeship (e.g. mechanic or engineering).</li> <li>2. Proven experience in working in a similar role within the motor trade.</li> <li>3. Sound understanding of the legal requirements surrounding the maintenance of light &amp; heavy goods vehicles and plant.</li> <li>4. Experience of workshop loading techniques.</li> <li>5. Experience of allocating and scheduling work.</li> <li>6. Sound understanding of vehicle warranty procedures.</li> <li>7. Awareness of Health &amp; Safety.</li> </ol>	<ol style="list-style-type: none"> <li>1. An understanding of the work of mechanics</li> <li>2. Commercial awareness and understanding of transport related budgets and costing systems.</li> <li>3. Knowledge of manual and computerised stock control processes.</li> <li>4. Experience in working with relevant IT software e.g. Fleet Management System.</li> <li>5. Experience of managing a team.</li> </ol>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Skills/Abilities	<ol style="list-style-type: none"> <li>1. Ability to communicate both verbally and in writing.</li> <li>2. Ability to work within a team environment, maintaining effective working relationships with both colleagues and clients.</li> <li>3. Ability to work with minimal supervision.</li> <li>4. Excellent customer care skills.</li> <li>5. Ability to use Microsoft Office Word and Outlook.</li> </ol>	<ol style="list-style-type: none"> <li>1. Ability to maintain accurate records and filing systems.</li> </ol>	<p>Application Form</p> <p>References</p> <p>Interview</p>
Education & Qualifications	<ol style="list-style-type: none"> <li>1. City &amp; Guilds 381 – Parts 1, 2 &amp; 3 or Scotvec equivalent.</li> </ol>	<ol style="list-style-type: none"> <li>1. National 5 (or equivalent) English and Maths.</li> </ol>	<p>Application Form</p> <p>Interview</p>

Personal Qualities	1. Ability to cope with the demands of the post and attend on a regular basis.		Interview References
Additional Job Related Requirements	1. Category B Driving Licence or equivalent entitlement to drive in Great Britain.	1. Category C or C + E Driving Licence or equivalent entitlement to drive in Great Britain.	Application Form Post Interview Check