

Person Specification

JOB TITLE: Recycling Education Assistant	POST NO:
GRADE: 6	DEPARTMENT: Place and Economy
HOURS: 37	DIRECTOR: Adrian Chapman
DIVISION: Waste Management	COMPLETED BY: Amy Nebel
DATE: 7 February 2023	

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
KNOWLEDGE	<ul style="list-style-type: none"> E1.1 Knowledge of environmental matters and issues, specifically relating to sustainability Waste Management (A,I,) E1.2 Knowledge of Peterborough City Councils Recycling & Waste Service and Sustainable Waste Management Technologies (A,I) 	
SKILLS & ABILITIES	<ul style="list-style-type: none"> E2.1 Excellent communication skills demonstrating an innovative, creative and enthusiastic approach to communicate ideas clearly and persuasively to get commitment and buy in from a wide range of stakeholders (A,I,P) E2.2 Excellent presentation skills with the ability to present to audiences at all levels (A,I,) E2.4 Excellent working knowledge of all Microsoft applications in order to produce high quality documentation (A,T) E2.5 A good level of literacy and numeracy 	<p>D2.1 Ability to converse in more than one language (I)</p> <p>D2.2 Able to promote and publicise success through the media (A,I)</p>
EXPERIENCE	<ul style="list-style-type: none"> E3.1 Experience of delivering presentations to a wide range of audiences (A,I) 	D3.1 Experience of working with schools and community members (A,I)
QUALIFICATIONS	<ul style="list-style-type: none"> E4.1 A Level's/NVQ Level 3 (or equivalent) qualification or suitable work experience in an environmental related discipline (A) 	
PERSONAL CIRCUMSTANCES	<ul style="list-style-type: none"> E5.1 The ability to attend meetings, as and when required, outside of normal working hours (A) E5.2 Ability to travel, sustainably where possible, to different locations in Peterborough and surrounding area (A) 	
EQUALITY	Candidates must demonstrate understanding of, acceptance and commitment to the principals underlying equal opportunities. (A & I)	

CUSTOMER CARE	Knowledge and understanding of effective customer care (A & I)	
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*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed:
(AI) Application / Interview, (P) Presentation, (W) Written Test.]*