

Person Specification

Job Title	Caretaking Team Leader
Grade	Scale 5
Service/Section	Estate Caretaking
Directorate	Housing and Safer Communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview
Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Method of Assessment	Essential/ Desirable
Knowledge		
<ol style="list-style-type: none"> 1. Ability to improve and take responsibility for team performance to meet the changing needs and expectations of service users. 2. Ability to motivate staff and organise their work appropriate to an individual's skills clear and effective issuing instructions to staff, and explaining the reasons behind them 	<p>AF/I</p> <p>AF/I</p>	E
Skills and Abilities		
<ol style="list-style-type: none"> 3. Ability to communicate information in a timely, clear, and simple way 4. Ability to challenge poor performance or behavior through constructive feedback 5. Ability to deal with staff attendance concerns through timely return to work interviews and informal reviews 6. Aptitude to effectively use new technology, such as handheld devices for monitoring work 7. Explicit willingness to work in a variety of locations within the borough and across a range of functions. 8. Explicit willingness to work at the times of the day and week the service requires, including evening and weekends where required. 	<p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>	E

Experience		
9. Experience and knowledge of applying safe working practices within the caretaking service	AF/I	E
10. Excellent appreciation of our service standards and how to achieve them	AF/I	E
Equal Opportunities		
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post.	AF/I	E
Managers/Supervisors only		