

## PERSON SPECIFICATION

Job Title		Highways Operative	
Attributes	Competency	Essential or Desirable	Selection method A=Application I=Interview T=Test
Experience	Demonstrate competency in working on minor civil engineering projects in a built and operational environment	E	A&I
	Demonstrate the ability to identify the correct tools and techniques needed to complete civil engineering projects	E	A&I
	Demonstrate health and safety awareness and how it's applied to a project	E	A&I
	Demonstrate the correct quantities of material usage	E	A&I
	Demonstrate operational record keeping including accidents, near misses, delivery notes, requisition notes and safe methods of working	E	A&I
	To understand Site Waste Management Plans (SWMP)	D	A&I
Education and Training	To hold an NVQ Level 2 or above in Construction Operations or be able to work towards gaining the NVQ	D	A&I
Knowledge	Demonstrate a knowledge and understanding of current Construction & Design Management Regulations	E	A&I
	Demonstrate working knowledge of design specifications and drawings in an operational environment	E	A&I
	Demonstrate a working knowledge, understanding and application of all Health & Safety in an operational environment	E	A&I
	To have working knowledge of Control of Substances Hazardous to Health (COSHH)	E	A&I

	and Hand Arm Vibration Syndrome (HAVS)		
<b>Technical Skills and Abilities</b>	Demonstrate competency in planning, setting out and completing modular paving, kerb laying, concreting, bituminous macadam laying, general drainage repairs, flexible and rigid pavement construction, adjusting ironwork, brick laying and hard/soft landscaping to agreed specifications	E	A&I
	Demonstrate training and certification in the use of small plant e.g. circular cutting devices, small compaction units, pedestrian and sit on vibrating rollers and other small plant and equipment	E	A&I
	Demonstrate competency in the use Cable Avoidance Tools (CAT) in conjunction with Statutory Undertakers apparatus plans and mark out site appropriately	E	A&I
	Demonstrate a courteous manner when liaising with Clients, Officers and members of the public	E	A&I
	To demonstrate compliance with TOTALLY LOCAL COMPANY's Quality Assurance systems ISO9001 & ISO14001	D	A&I
<b>Generic Competencies (Please see further guidelines below)</b>	Communicate Effectively	E	A&I
	Being customer focussed	E	A&I
	Effective Team Working	E	A&I
	Personal Organisation and Effectiveness	E	A&I
	Personal Development	E	A&I
	Making the most of Information and Communications Technology	E	A&I
<b>Additional Factors</b>	Hold a full driving licence	D	A&I

	Hold a current Heavy Goods Licence class 2 or above including Certificate of Professional Competence (CPC)	D	A&I
	Hold a full mechanical excavator licence +/-10T or JCB 3CX or equivalent	D	A&I
	Understands and actively supports the company's diversity and equality policy	E	A&I
	To meet the company's standard of attendance	E	A&I
	A willingness to be more flexible in a changing environment	E	A&I

All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of our Performance and Development Review scheme for all employees.

Competency	Definition
<b>Focus on the customer</b>	<ul style="list-style-type: none"> <li>Seeking to determine the needs of customers and taking action to satisfy them.</li> <li>Understands the customer needs and provides accurate information.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Confidently communicates with other people in a clear, concise and purposeful way.</li> <li>Communication is clear and concise.</li> </ul>
<b>Working with Others</b>	<ul style="list-style-type: none"> <li>Works co-operatively with others and ensures participation within teams and across organisational boundaries to support the achievement of shared goals.</li> <li>Works together with others and values their contributions.</li> </ul>
<b>Innovations &amp; Change</b>	<ul style="list-style-type: none"> <li>Seeking ways to bring about improvements in the way that work is done. Accepting new ways of doing things.</li> <li>Responds positively to change.</li> </ul>
<b>Integrity &amp; Commitment</b>	<ul style="list-style-type: none"> <li>Doing what is right, not just what is easy, popular or comfortable. Being accountable for own actions and those of the team.</li> <li>Understand the organisation and own role.</li> </ul>
<b>Delivering Quality Results</b>	<ul style="list-style-type: none"> <li>Works to the highest standard and looks for ways of improving performance and service for customers and stakeholders so that results and deliverables are achieved on time and within budget.</li> <li>Delivers expected results</li> </ul>

<b>Working Safely</b>	<ul style="list-style-type: none"><li>• Understands and can apply the relevant knowledge of legislation as it relates to Totally Local Company.</li><li>• Basic understanding of Health and Safety at Work and how to apply that to your role.</li></ul>