

## Ubico Ltd

### PERSONNEL SPECIFICATION FORM

Applicants Please Note: You may retain this form for your information.

Group: Ubico Ltd	Division: Business Support (based at Swindon Road, Cheltenham)
Job Title: Performance Officer	Grade: XX
Drawn up by: Beth Boughton	Signature:

Does this post require a Criminal Records Bureau disclosure? NO
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<b>Essential Criteria</b> (it is essential that applicants satisfy the criteria listed in boxes A to E)	<b>Assessment Code</b>
<p><b>A. Skills and Abilities</b> (including basic, technical, communication, managerial skills, skills dealing with people, etc.)</p> <p>(i) Excellent written and oral communication skills</p> <p>(ii) Ability to work as part of a team</p> <p>(iii) Good interpersonal skills and the ability to communicate effectively with external clients, the public, employees and other parties affected by the activities of the company</p> <p>(iv) Effective planning and organisational skills</p> <p>(v) Good analytical skills, able to maintain accurate records, interpret and manipulate data and produce accurate reports</p> <p>(vi) Ability to prioritise own workload and work unsupervised</p> <p>(vii) The ability to operate Information Technology systems and equipment</p> <p>(viii) The ability to operate within the values of Ubico Ltd</p> <p>(ix) The ability to read maps and understand technical data</p> <p>(x) Ability to constructively challenge historical working practices and be creative in solving problems</p>	<p>S/I</p> <p>S/I</p> <p>S/I</p> <p>I</p> <p>I</p> <p>S/I</p> <p>S/I/T</p> <p>I</p> <p>I</p> <p>I</p>

<b>B. Knowledge</b>	
(i) Broad knowledge of and interest in environmental issues	S/I
(ii) Good knowledge of Excel	S/I

<b>Essential Criteria</b>	<b>Assessment Code</b>
<b>C. Work Related Experience</b> (including voluntary/unpaid work)	
(i) Proven ability to analyse and manage large amounts of data	S/I/T
(ii) Experience of reporting performance information and writing technical reports	S/I
(iii) Experience of using computer packages	S/I/T
<b>D. Qualifications</b> - for which there is a legal/professional requirement	
(i) Full Driving Licence	S/I
(ii) Educated to A Level or HND in a relevant subject	S/I
<b>E. Circumstances</b>	
A flexible approach to working hours and tasks allocated is required as well as flexibility to travel and work at different sites.	
Ubico Ltd operates a no smoking policy within the workplace. Smoking is permitted only in designated smoking areas.	
<b>F. Desirable Criteria</b> (It is not essential to satisfy these requirements, but they may be used during shortlisting)	
(i) An understanding of waste recycling and minimisation issues and the government's National Waste Strategy <b>or</b> good understanding of grounds maintenance operations	S/I
(ii) Previous experience in a Performance Officer (or similar) role	I
(iii) Experience of the Waste Data Flow data reporting system	I
(iv) Experience of round optimisation methods and software	I

<b>Criteria Assessment Code Descriptors</b>
<b>S</b> - To be assessed at shortlisting for interview.
<b>I</b> - To be assessed at interview

**T** - To be assessed by test. (If selected for interview all candidates will be sent further details of this.)

**FOR OFFICE USE ONLY**

**Verification Statement**

I confirm that this Personnel Specification has been approved by:

Name:

Designation:

Signature:

Date of Approval:

**This statement must be completed before the form is sent to Human Resources**

This form is produced by Human Resources, if you would like to comment on it please call us on 775092 or 774930.

*S Drive\Corporate\Human Resources\JD and Person Spec templates – October 2004*