

## Person specification

### Apprentice - Safety, Health and Environment Technician

Criteria	Attributes	Method of assessment
<b>Knowledge</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Appropriate level of IT and keyboard skills.</li> <li>• Demonstrate understanding of customer service.</li> <li>• Ability to understand the concept of diversity and respect for others and be committed to these issues.</li> <li>• Able to demonstrate understanding of Health, Safety, Welfare and the Environment.</li> <li>• Good working knowledge of Microsoft packages plus an awareness of the importance of confidentiality and data protection.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Appropriate level of data protection, security and confidentiality awareness.</li> </ul>	Interview, application and documentary evidence
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Commitment to a learning culture.</li> <li>• Willingness to learn and to improve.</li> <li>• Able to give examples of self-motivation</li> </ul>	Application and interview
<b>Skills and abilities</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate relevant and accurate information to others.</li> <li>• Ability to deal with telephone, email and general customer enquiries in an appropriate manner.</li> <li>• Ability to follow instructions and manage time and workload.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Ability to communicate with a variety</li> </ul>	Application, interview and test

	<p>of people.</p> <ul style="list-style-type: none"> <li>• Able to use own initiative.</li> <li>• Able to work efficiently and accurately.</li> <li>• Have good time management skills.</li> <li>• Willing to ask for support, as necessary.</li> <li>• Willingness to commit to apprenticeship qualification.</li> <li>• Accurate keyboard skills.</li> </ul>	
<b>Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Appropriate level of education to support the qualification ie GCSE's 9 to 4 (formerly A* to C) in English, Maths, and ICT.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Relevant diploma, A-levels or equivalent.</li> </ul>	Documentary evidence
<b>Other</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Must be eligible for apprenticeship finding</li> <li>• Ability to work in multi hazard environments</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Ability to travel throughout the West Suffolk area</li> </ul>	