

WESTERN RIVERSIDE WASTE AUTHORITY

PERSON SPECIFICATION

JOB TITLE: DATA ASSISTANT

GRADE: Scale 4

QUALIFICATIONS, EXPERIENCE AND KNOWLEDGE	Assessed by A, I, T or C
1. Ability to use MS Office-based IT including email, MS Word and Excel spreadsheets and databases (essential)	A/I/T
2. Strong awareness of diversity and inclusion (essential)	A/I
3. English language and mathematics skills at least equivalent to 'O'level/GCSE standard	A/I

SKILLS AND ABILITIES	Assessed by A, I, T or C
4. An ability to communicate clearly in spoken and written English (essential)	A/I
5. Good organisational and planning skills with ability to prioritise workload and meet deadlines (essential)	A/I
6. Ability to pay attention to detail and produce work of a consistently high standard.	A/I
7. Ability to develop positive effective working relationships with a range of people	A/I

OTHER REQUIREMENTS	
8. A flexible approach and the ability to work as part of a team.	A/I
9. The ability and commitment to work cooperatively as part of a team.	A/I
10. Maintains confidentiality	A/I

A – Application form I – Interview T – Test C - Certificate