

## NHS Lothian

### Post: Car Parking Assistant

#### PERSON SPECIFICATION

In order to be shortlisted you must demonstrate you meet all the essential criteria and as much of the desirable as possible. When a large volume of applications are received for a vacancy and most applicants meet the essential criteria then the desirable criteria is used to produce the shortlist.

Criteria	Essential	Desirable	How assessed
Personal Traits	<ul style="list-style-type: none"> <li>• Smart, clean and tidy appearance</li> <li>• Pleasant disposition</li> <li>• Self motivated</li> </ul>		
Qualifications and Training		<ul style="list-style-type: none"> <li>• Previous experience of working with the public or similar type of work</li> </ul>	
Experience and Knowledge		<ul style="list-style-type: none"> <li>• Working knowledge of health &amp; safety legislation</li> <li>• Reversing Assistant training</li> <li>• Basic IT skills</li> <li>• Familiarity CCTV Operations</li> </ul>	
Skills and/or Abilities	<ul style="list-style-type: none"> <li>• Ability to assess risks and apply department policy and procedures.</li> <li>• Good Customer Care skills</li> <li>• Good verbal and non-verbal communication skills</li> <li>• To assist in completing risk assessments and to follow documented procedures.</li> <li>• Ability to demonstrate a calm disposition in a difficult situation, which sometimes can lead to aggression both verbally &amp; physically.</li> <li>• Ability to adhere to local emergency procedures, take appropriate action by responding to alarm / requests immediately.</li> <li>• Ability to use initiative as required</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to organise tasks in a practical and efficient manner</li> <li>• Basic computer skills</li> </ul>	
Specific Job Requirements	<ul style="list-style-type: none"> <li>• Working outside in all weather</li> <li>• Physically fit to assist in the movement of equipment / vehicles.</li> <li>• Ability to walk/stand for long periods</li> </ul>	<ul style="list-style-type: none"> <li>• Prioritisation and</li> <li>• The ability to work under pressure</li> </ul>	

<b>Key – how assessed</b>	
A = Application form	I = Interview
C = Copies of certificates	T= Test or exercise
P = Presentation	R = References