

Person Specification

Job Title	Workshop Manager	Team	Transport
Salary Grade	Grade 11	Directorate	Operational Preparedness
Job Evaluation Reference No	A96		

	Qualifications & Training	Essential	Desirable	Assessment
	Fully Qualified vehicle fitter, City and Guilds or NVQ level 3	✓		P D
	Associate member of a Professional transport body		✓	P D
	NEBOSH Certificate		✓	P D
	Recognized Management Certificate		✓	P D
	IT Qualification		✓	P D
	Experience	Essential	Desirable	Assessment
	Substantial experience of working in a motor transport workshop	✓		A & I
	Experience in Workshop Management minimum 3 Years	✓		A & I
	Experience of Managing Staff	✓		A & I
	Experience of Transport Operations		✓	A & I
	Experience of E Procurement/finance systems		✓	A & I
	Experience of Managing/working in a MOT station		✓	A & I
	Knowledge	Essential	Desirable	Assessment
	Knowledge of Health and Safety Practices	✓		A & I
	Basic knowledge of Procurement and Tendering Process		✓	A & I
	Knowledge of Transport Legislation		✓	A & I
	Knowledge of Budget Process		✓	A & I
	Skills	Essential	Desirable	Assessment
	Good communication and interpersonal skills	✓		A & I
	Strong interpersonal skills with the ability to communicate effectively at all levels	✓		A & I
	Ability to work on own initiative	✓		A & I

	Ability to adapt changing priorities, demands and time lines	✓		A & I
	Good level of IT Skills	✓		A & I
	Work Related Circumstances	Essential	Desirable	Assessment
	Current UK Driving License	✓		P D
	LGV License		✓	P D

Key to assessment methods: A – Application form, I – Interview, P D - Produce documentation

Date person specification prepared / revised: 28.5.24

Prepared / revised by: D SEASMAN

