

<b>Job Title</b>	Revenues Apprentice	<b>Job Number</b>	
<b>Business Unit</b>	Finance and Resources	<b>Location</b>	Civic Offices
<b>Completed By</b>	Revenues Team Leader	<b>Date</b>	June 2021

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
<b>Qualifications and Experience</b> Academic, technical and professional			
<ul style="list-style-type: none"> <li>GCSE's or equivalent A* - C (English, Maths and IT)</li> </ul>	✓		Application/Certificate
<b>Experience &amp; Attainments</b>			
<ul style="list-style-type: none"> <li>Previous experience relevant to the role e.g. working with people, volunteering, team working, working to deadlines</li> </ul>	✓		Application/Interview
<b>Skills and Competencies</b>			
<ul style="list-style-type: none"> <li>Polite and courteous manner with customers and colleagues</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to listen, follow job instructions accurately and interpret queries</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Participates and cooperates within a team</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Good organisational ability</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Attention to detail and accuracy</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Flexible and proactive approach to learning new tasks</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to communicate effectively with customers and colleagues, verbally and in writing</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to prioritise work tasks and work to deadlines</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to work unsupervised, on own initiative and solve straightforward problems</li> </ul>		✓	Application/Interview
<b>PC/Computer Literacy</b> Job content relating to this			
<ul style="list-style-type: none"> <li>Experience of using office management packages, e.g. for word processing, spread sheets and presentations</li> </ul>	✓		Application/Interview

Criteria	Indicate by ✓		Measured By
	Essential	Desirable	
<ul style="list-style-type: none"> <li>Ability to use a PC and other equipment for long periods of time</li> </ul>	✓		Application/Interview

Circumstances			
Location, flexibility and mobility; other circumstances specific to the job			
<ul style="list-style-type: none"> <li>Able to attend the office at times which best suit the needs of the service and operating within the councils flexi rules</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Able to work from home with the use of Council equipment, whilst ensuring compliance with Data Protection requirements</li> </ul>	✓		Application/Interview
<ul style="list-style-type: none"> <li>Ability to work off-site on occasion and to travel to neighbouring councils (for which train/bus travel or mileage will be paid)</li> </ul>	✓		Application/Interview