

PERSON SPECIFICATION (cont)

Personal qualities

Achieving results

- Gathers information from a variety of sources to reach a conclusion, complete a task
- Promptly and efficiently completes work assignments
- Initiates collaboration with others and spontaneously assists others in the delivery of their work
- Contributes positively to the team
- Asks for help identifying and achieving own and shared goals
- Displays a positive attitude in the face of ambiguity and change
- Organises the use of resources to meet expectations and identifies difficulties
- Shares all relevant information with others and seeks others' input

Building relationships

- Listens actively, considers people's concerns and adjusts own behaviour in a helpful manner
- Responds to and anticipates others' needs in a timely, professional, helpful and courteous manner, regardless of others' attitude
- Strives to consistently meet service standards
- Is attentive when doing projects and assignments, or when interacting with people from different backgrounds
- Checks own understanding of others' communication (e.g. paraphrases, asks questions)
- Maintains continuous, open and consistent communication with others

Planning for the future

- Takes advantage of learning opportunities provided (e.g. courses, feedback from supervisor or peers) to meet requirements of current job
- Fosters two-way trust in dealing with contacts (e.g. maintains confidentiality regarding sensitive information)

THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment.