Within our application form you will be asked to explain why you meet each competency that is required for a particular role.

You will need to refer back to the Job description in order to see what competencies are required.

Below is an example of how the competencies are laid out on the Job Description.

TENDRING DISTRICT COUNCIL

PERSON SPECIFICATION

Job Title: Senior Development Technician   **Post No: P0341 to 0345**

It will help the assessment of your application if you ensure it addresses each of the requirements set out in this document.

PROFESSIONAL & TECHNICAL DEVELOPMENT

- Educated to "A" level standard or equivalent
- GCSE (A* - C) English Language or equivalent
- Able to operate MS-Word, Outlook (a Level 2 IT qualification would be an advantage)
- Likely to be working towards a recognised planning qualification or specialised expertise in a related area.
- Preferably with experience of working in one of the following areas – policy, development management or enforcement

COMPETENCY REQUIREMENTS

The following competencies will be used in making the initial selection decision:

2.1   Working with People

    a. Demonstrates an interest in and understanding of others.
    b. Adapts to the team and builds team spirit.
    c. Recognises and rewards the contribution of others.
    d. Listens, consults others and communicates proactively.
    e. Supports and cares for others.
    f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

3.1   Relating and Networking

    a. Establishes good relationships with customers and staff.
    b. Builds wide and effective networks of contacts inside and outside the organisation.
    c. Relates well to people at all levels.
    d. Manages conflict.
    e. Uses humour appropriately to enhance relationships with others.

6.2   Delivering Results and Meeting Customer Expectations

    a. Focuses on customer needs and satisfaction.
    b. Sets high standards for quality and quantity.
    c. Monitors and maintains quality and productivity.
    d. Works in a systematic, methodical and orderly way.
    e. Consistently achieves project goals.

6.3   Following Instructions and Procedures

    a. Appropriately follows instructions from others without unnecessarily challenging authority.
    b. Follows procedures and policies.
    c. Keeps to schedules.
    d. Arrives punctually for work and meetings.
    e. Demonstrates commitment to the organisation.
    f. Complies with legal obligations and safety requirements of the role.

The Competencies are;

1.1 Deciding and Initiating Action	**1.2** Leading and Supervising
2.1 Working with People	**2.2** Adhering to Principles and Values
3.1 Relating and Networking	**3.2** Persuading and Influencing
3.3 Presenting and Communicating Information	**4.1** Writing and Reporting
4.2 Applying Expertise and Technology	**4.3** Analysing
5.1 Learning and Researching	**5.2** Creating and Innovating
5.3 Formulating Strategies and Concepts	**6.1** Planning and Organising
6.2 Delivering Results and Meeting Customer Expectations	**6.3** Following Instructions and Procedures
7.1 Adapting and Responding to change	**7.2** Coping with Pressures and Setbacks
8.1 Achieving Personal Work Goals and Objectives	**8.2** Entrepreneurial & Commercial Thinking
9.1 Professional and Technical Development	

Do not worry; you will not have to meet all of the above. Each competency has a set of requirements, which outline what each competency means, and what it takes to meet them. All of these requirements are stated on the job description.

PLEASE NOTE! Each point, which is stated on every competency, is not a competency in its own right; it is a simple guideline as to what may be used in order to meet the main heading.

For Example.

2.1 Working with People

a. Demonstrates an interest in and understanding of others

b. Adapts to the team and builds team spirit

c. Recognises and rewards the contribution of others

d. Listens, consults others and communicates proactively

e. Supports and cares for others

f. Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses

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2.1 Working with People.

In previous employment, I have had to adapt myself in order to work with other people. This included working with an individual that had a low level of autism. I had to speak slower than usual and repeat things a few times to make sure he had understood.

I believe myself to be caring and I am able to empathise with others. I am always there for anyone that needs help in dealing with personal or work related issues; I would never turn someone away.

I am aware of my strengths and weaknesses and I try my hardest to utilize my strengths, which includes proof reading and a good telephone manner. I am working on my weaknesses, which includes speaking too much when I'm trying to explain myself and also interrupting people when I have a sudden idea.

Good luck with your application!