

Appendix 4

PERSON SPECIFICATION

JOB TITLE: ANIMAL CARE ASSISTANT (WITH ANIMAL COLLECTION OFFICER / RECEPTION DUTIES)

	ESSENTIAL	DESIRABLE
PROFESSIONAL/TECHNICAL QUALIFICATIONS	LITERACY AND NUMERACY. ABLE TO UNDERSTAND WRITTEN DOCUMENTATION AND KEEP ACCURATE RECORDS.	GCSE ENGLISH AND MATHS
EXPERIENCE & JOB KNOWLEDGE	DRIVING LICENCE WORKING OR VOLUNTEERING WITH ANIMALS (FOR ANIMAL CARE ROLE)	NVQ LEVEL 3 IN ANIMAL CARE OR EQUIVALENT. FULL CLEAN DRIVING LICENCE. EXPERIENCE WITH A WIDE RANGE OF ANIMALS AND THEIR FIRST AID
SKILLS & COMPETENCIES	WORKING WITH THE PUBLIC WORKING AS PART OF A TEAM STRONG INTERPERSONAL SKILLS AS EVIDENCED BY PAST EXPERIENCE AND ABLE TO COMMUNICATE BOTH IN WRITING AND VERBALLY ADMINISTRATION PROBLEM SOLVING	EXPERIENCE IN ANIMAL RESCUE COMPUTER RELATED SKILLS CUSTOMER FOCUS FIRST AID QUALIFICATION VETERINARY NURSE QUALIFICATION
PERSONAL QUALITIES	RESILIENCE TO STRESS AND EMOTIONALLY STRONG (EUTHANASIA) GOOD COMMUNICATION SKILLS A CONFIDENT AND SYMPATHETIC ATTITUDE TOWARDS ANIMALS AND THE GENERAL PUBLIC	ABILITY TO DEVELOP AND IMPLEMENT BEST PRACTICE GUIDELINES ABILITY TO FOSTER POSITIVE RELATIONSHIPS BETWEEN BUSINESSES, PUBLIC, STAFF AND VOLUNTEERS ABILITY TO TRAIN AND SUPERVISE AND MOTIVATE OTHERS ABILITY TO DEMONSTRATE SOUND JUDEMENT BASED ON KNOWLEDGE AND UNDERSTANDING ABILITY TO PLAN, PRIORITISE AND WORK UNDER PRESSURE ABILITY TO DEMONSTRATE A SOUND APPROACH TOWARDS OTHERS AND OPERATE WITH CONFIDENCE AND INTEGRITY ABILITY TO COMMUNICATE WITH THE MEDIA
SPECIAL CIRCUMSTANCES (if any)	PREPARED TO WORK UNSOCIAL HOURS PREPARED TO TAKE PART IN ANIMAL RESCUES AND LIAISING WITH OTHER ORGANISATIONS TO CARRY THESE OUT	Maintaining vehicles and animal rescue equipment

