

# Lancashire County Council

## Grade Profile

### Grade Profile - Grade 3

Applies to **all** posts at Grade 3

<b>Purpose</b>
To carry out a range of tasks in support of, or the delivery of, the service.
<b>Scope of Work</b>
Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
<b>Accountabilities/Responsibilities</b>
<p>The following are a range of duties that are appropriate to this grade.</p> <ul style="list-style-type: none"><li>• Solve straightforward problems; or</li><li>• Exchange routine information with members of the public; or</li><li>• Carefully use expensive equipment; or</li><li>• Handle and process information; or</li><li>• Support and provide limited guidance as required to other members of staff ; or</li><li>• Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.</li></ul>
<b>Skills, knowledge and experience</b>
<ul style="list-style-type: none"><li>• Experience or the ability to demonstrate the competence to carry out the job.</li><li>• Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.</li><li>• The ability to work without close supervision.</li></ul> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
<b>Performance Indicators</b>
<ul style="list-style-type: none"><li>• Completion of tasks to required standards and deadlines.</li></ul>