

Lancashire County Council

Grade Profile

Grade Profile (Grade 4)

Applies to all posts at Grade 4

Purpose
To apply practical methods, techniques, work procedures or processes in support of, or delivery of the service.
Scope of Work
Operating in a range of working environments, role holders will undertake a variety of standardised procedures and use associated tools and equipment. Personal initiative will be required within the confines of the role.
Accountabilities/Responsibilities
<ul style="list-style-type: none">▪ Plan and organise straightforward tasks; or▪ Exchange varied information with members of the public and other staff; or▪ Carefully use expensive/complex equipment; or▪ Handle and process information; or▪ Provide general information, advice and guidance on established internal procedures.▪ Limited accountability for monitoring/recording financial resources.▪ Provide limited support and guidance as required to other members of staff
Skills, Knowledge and Experience
<ul style="list-style-type: none">▪ Previous relevant experience or the ability to demonstrate the competence/capacity to carry out the job.▪ Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable. <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>
Performance Indicators
<ul style="list-style-type: none">▪ Completion of tasks to required standards and deadlines.