

Lancashire County Council

Grade Profile

Grade Profile (Grade 6)

Applies to all posts at Grade 6

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| Purpose |
| To provide general and specific technical support in a relevant professional area. |
| Scope of Work |
| Role holders will use practical and procedural knowledge and analytical and judgmental skills to interpret information or situations and solve varied problems some of which may be difficult and require significant advance planning. Role holders may be expected to make decisions as to when and how duties are carried out and respond independently. |
| Accountabilities/Responsibilities |
| <ul style="list-style-type: none">▪ Undertaking specialised (Administrative, financial and technical) service support activities; or▪ Providing service and situation specific guidance and support to colleagues and clients.▪ Using specialised equipment. |
| Skills, Knowledge and Experience |
| <ul style="list-style-type: none">· Extended experience or the ability to demonstrate the competence to undertake the role.· Possession of relevant qualifications or equivalent where applicable.· Working knowledge of the practices, processes and procedures relevant to the role.· Skills appropriate to the job discipline. <p>Please see Job Advertisement</p> <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 |

- Completion of tasks to required standards, deadlines and timescales.

Lancashire County Council Person Specification (Grade 6)

| Requirements | Essential (E) or Desirable (D) | Identified by Application Form (A) or Interview (I) |
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| Qualifications: | | |
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| Possession of, or the ability to demonstrate the capability to gain technical , relevant qualifications, licences or equivalent where applicable. | E | A/I |
| Minimum 5 GCSE's – incl. Maths and English – Grade C/Level 4 (or equivalent qualifications). | E | A/I |
| Experience: | | |
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| Experience of working in an administrative role | E | A/I |
| Experience of working in a customer care role with a demonstrable first-rate approach to service delivery. | E | A/I |
| Experience of working with financial systems or technical databases. | D | A/I |
| Knowledge and Skills: | | |
| Excellent attention to detail and accuracy | E | A/I |
| Working knowledge of the practices, processes and procedures relevant to the role. | E | A/I |
| Ability to prioritise conflicting priorities and manage multiple work tasks. | E | A/I |
| Ability to work pro-actively and as a supportive member of a team. | E | A/I |
| Ability to work without close supervision. | E | A/I |
| Ability to use initiative | E | A/I |
| Other (including special requirements) | | |
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| 1. Commitment to equality and diversity. | E | I |
| 2. Commitment to health and safety. | E | I |
| 3. Display the LCC values and behaviours at all times and actively promote them in others. Work for us - Lancashire County Council | E | I |