

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
▪ 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
▪ 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. In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.
Performance Indicators
▪ Completion of tasks to required standards and deadlines.

**Lancashire County Council
Person Specification (Grade 4)**

Requirements	Essential (E) or Desirable (D)	Identified by Application Form (A) or Interview (I)
Qualifications:		
Possession of, or the ability to demonstrate the capability to gain, relevant qualifications, licences or equivalent where applicable.	E	A
Experience:		
Previous relevant experience or the ability to demonstrate the competence to carry out the job	E	A/I
Knowledge and Skills:		
Ability to work as member of a team	E	A/I
Ability to work with only limited supervision	E	A/I
Other (including special requirements)		
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	E	I