

Person Specification

Job Position: Warehouse Technician

Version: 1 (1/11/2011)

Requirement and reasoning	Essential or Desirable	Assessment Method / Evidence
Qualifications, Education, Training:		
GCSE's in English Maths, Science - client communication, handling technological equipment and understanding of physical principles	Desirable	Awarded Certificates
InfoComm Training (CTS, Essentials Course)	Desirable	Application Form
Experience:		
Working to complete task to time	Essential	Application Form
Experience working in a warehouse technician role	Desirable	Application Form
Experience of dealing with customers and clients	Desirable	Application Form
Experience of working in a live events setting	Desirable	Application Form
Operation and maintenance of Audio Visual Equipment	Desirable	Application Form / Practical Assessment
Set up and operation of Digital Projection Equipment	Desirable	Application Form / Practical Assessment
Ability to fix and repair equipment/cables	Desirable	Application Form / Practical assessment
Handling telephone calls and taking customer enquires	Desirable	Application Form / Practical Assessment
Knowledge:		
Knowledge of Live Events Industry	Desirable	Application Form / Interview
Knowledge of video systems in live events	Desirable	Application Form / Practical Assessment / Interview
Knowledge of live event equipment (Sound Systems, Lighting ETC)	Desirable	Application Form / Practical Assessment
Knowledge of video editing and motion effects	Desirable	Application Form / Practical Assessment
Skills and Competencies:		

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Full Driving Licence	Essential	Application Form - Drivers Licence
Ability to use Windows based Computer	Essential	Application Form / Interview
Ability to use Microsoft Office software (Word, Excel)	Essential	Application Form / Interview
Ability to use and communicate through email	Essential	Application Form / Interview
Ability to communicate on the telephone	Essential	Application Form / Practical Assessment / Interview
Ability to use Protonic software's 'EasyJob' RMS	Desirable	Application Form / Interview
Ability to use Mac OSX and Apple software	Desirable	Application Form / Interview
Portable Appliance Testing	Desirable	Application Form / Interview
LGV Driving categories (C1, C, C+E, D1, D)	Desirable	Application Form
Powered access Ticket - most commonly MEWP and Mobile Boom	Desirable	Application Form
Ability to systemise work flows and document system	Desirable	Application Form
Personal Attributes:		
Physically Fit - work can be strenuous and physically demanding	Essential	Application Form / Interview
Ability to communicate appropriately both verbally and in written and electronic forms	Essential	Application Form / Interview
Ability to work in a Team	Essential	Application Form / Interview
Ability to work individually	Essential	Application Form / Interview
Ability to work to deadlines and time schedules	Essential	Application Form / Interview
Ability to manage own work load	Essential	Application Form / Interview
Ability to prioritise tasks and work items	Essential	Application Form / Interview

Requirement and reasoning	Essential or Desirable	Assessment Method / Evidence
Methodical and logical approach to tasks and systems	Essential	Application Form / Interview
Work to systems and processes	Essential	Application Form / Interview
Other:		

Where more than one category is shown against the 'Assessment Method / Evidence' column, then we would be looking for evidence demonstrated in an appropriate manner.

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