

## PERSON SPECIFICATION

### Details of Person Specification

<b>Job Title:</b>	VTA in Food Manufacturing	<b>Grade:</b>	VTA
<b>Division/Section:</b>	Science	<b>Date:</b>	March 2021
<b>Prepared by:</b>	Samantha Bright		
<b>Designation:</b>	HOC		
<b>Reviewed by:</b>	Danielle Watson		
<b>Designation:</b>	HR Advisor		

**This form describes the essential and desirable criteria a person needs to perform the job.**

**Candidates who meet essential criteria should be preferred to those who do not. Exceptions to this guideline need to be justifiable and should be recorded.**

## PERSON SPECIFICATION

### 1. KNOWLEDGE AND SKILLS

No.	Description	Method of Assessment
	<b>Essential</b>	
	Working knowledge of Food industry	Application Form/Interview
	Ability to work to tight deadlines and in a team	Application Form/Interview
	Good level of knowledge and skills in IT	Interview
	<b>Desirable</b>	
	Good problem-solving skills	Interview
	Knowledge of the Modern Apprenticeship programme	Application

## 2. EXPERIENCE AND EDUCATION

No.	Description	Method of Assessment
	<b>Essential</b>	
	Educated to Degree level subject related to Science / Food Industry	Application Form
	Experience of working in food industry	Application Form
	<b>Desirable</b>	
	Educated to HND level will be considered	Application Form

## 3. ACCURACY AND INITIATIVE

No.	Description	Method of Assessment
	<b>Essential</b>	
	High level of accuracy in record keeping and administration	Interview
	Working with a supervisor to achieve the project goals	Interview
	Working in a self-directed manner to deadlines	Interview

## 4. PEOPLE

No.	Description	Method of Assessment
	<b>Essential</b>	
	Excellent interpersonal skills.	Interview
	Excellent communication skills.	Application Form/Interview

## 5. OTHER REQUIREMENTS

No.	Description	Method of Assessment
	<b>Essential</b>	
	Flexible approach to work	Interview