

Recruitment Skills & Knowledge List 2022

Skills & Knowledge

Accident/Incident Investigation
Administration
Assessing individual needs
Assessing needs of children and working with families in need
Basic Calculations
Best practice in the heritage / galleries or archives sector - managing and leading
Budget Management
Budget Management - Large Budgets
Budget Management - Medium Budgets
Budget Management - Small Budgets
Budget Monitoring
Care / Care Work
Cash Handling
Cash Reconciliation
Change / Transformation - leading change / transformation projects
Change / Transformation - Leading on large strategic-level change / transformation projects
Change / Transformation - Leading service-level change / transformation projects
Change / Transformation - Leading small change / transformation project teams
Change / Transformation - Working on change / transformation project teams
Cleaning
Co-ordination / logistics
Coaching and / or Mentoring
Commercial Awareness and / or Market Development
Commissioning & Contract Management - Decision making on selecting and ending contracts
Commissioning & Contract Management - Developing contract management systems
Commissioning & Contract Management - Monitoring contractual arrangements
Commissioning & Contract Management - Quality assuring contracts
Commissioning & Contract Management - Supporting the development/management & delivery of commissioning strategies
Commissioning & Contract Management - Supporting the procurement process
Communications
Communications - External Only
Communications - Internal and External
Communications - Internal Only
Complex Calculations

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Complex data analysis / complex research

Computer literate / Basic computer use

Construction

Construction - Site Management

Consultation and Engagement

Cooking / Catering / Food Preparation / Food Hygiene

COSHH Assessment

Counselling

Crowd Safety Management

Curriculum Support / Creative Learning

Customer Service - dealing with difficult angry or upset individuals

Customer Service - dealing with escalated customer enquiries or complaints

Customer Service - Front Line Customer Service

Customer Service - working on improving the customer experience

Customer Services

Data Analysis

Data Protection - managing the protection of data

Data protection - managing the protection of data at a function / cluster level

Data protection - managing the protection of data at a team level

Data protection - managing the protection of data at an organisation-wide level

Data protection - responding to FOISAs or SARs

Data protection - working with sensitive and confidential information

Dealing with conflict

Dealing with conflict - dealing with conflict at a customer level

Dealing with conflict - dealing with conflict at a professional level

Dealing with conflict - dealing with potentially physically aggressive individuals

Dealing with conflict - dealing with potentially verbally aggressive individuals

Decision making - deciding on own work and activity

Decision making - deciding on own work and activity and only very complex or contentious decisions go to line manager

Decision making - deciding on own work and activity but escalating non-routine decisions to line manager

Decision making - Strategic Level

Decision making - Strategic-level decision making

Decision making - using initiative and making decisions

Delivering an effective early learning and childcare service

Delivering or facilitating training and / or group activities

Delivering presentations

Emergency Planning / Civil Contingencies

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Employee Relations Activity (discipline - performance - attendance etc.)

Enforcement Activities

Ensuring compliance with statutory requirements or legislation

Ensuring or managing health & safety

Events - creating & co-ordinating small-scale events

Events - creating and co-ordinating large-scale events

Events - creating and co-ordinating large-scale public events

Events - managing employees at events

Events - Managing People at Events

Events - Planning and Co-ordinating Events

Events - Working at Events

Experience and an understanding of hydrogen strategy development and planning

Finance / Accounting

First Aid

Funding / Procurement - managing the procurement process

Funding / Procurement - seeking out sources of funding and managing the application process

Funding / Procurement - supporting the completion of applications for funding

Funding / Procurement - using the procurement systems to purchase items and services

Graphic Design

Health and Safety

Horticulture work in public parks and landscaped areas

Housing / Homelessness Support

Improvement / Service Design - Supporting service design and improvement activity

Investment Management

IT and Digital - cyber security

IT and Digital - supporting device configuration

IT and Digital - supporting high availability and cloud applications

IT and Digital - supporting with ICT issues and resolving / fixing technical problems

IT and Digital - using and implementing new technologies (e.g., AI - RPA - 3D printing etc.)

Janitorial work

Knowledge & experience of delivering hydrogen projects

Knowledge / Experience of commissioning and procuring social care services

Knowledge / experience of green spaces in Aberdeen City

Knowledge of countryside and outdoor access legislation

Knowledge of UK ecology

Leading and / or managing others

Licenced to drive a 15 Ton Vehicle

Licenced to drive a 26 Ton Vehicle

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Licenced to drive a Car

Licenced to drive a Large Van

Licenced to drive a Small Van

Licenced to drive an 18 Ton Vehicle

Licensed to drive a 12 Ton Vehicle

Licensed to drive a Bus / Coach

Licensed to drive an HGV

Licensed to drive a Minibus

Manual Work / DIY / Maintenance / Mechanics - General Skills

Manual Work / DIY / Maintenance / Mechanics - Roads Maintenance & Repairs

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Blacksmith)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Electrician)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Glazier)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Joiner)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Lift Engineer)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Mason)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Painter / Decorator)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Plasterer)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Plumber)

Manual Work / DIY / Maintenance / Mechanics - Trades Background (Slater)

Manual Work / DIY / Maintenance / Mechanics - Vehicle Maintenance / Repairs and Mechanics

Marketing and Communications - dealing with and responding directly to the press

Medication Management

Multi-agency working and / or partnership working

Office 365 - Flow Intermediate

Office 365 - Excel Beginner

Office 365 - PowerPoint Beginner

Office 365 - Delve Advanced

Office 365 - Delve Beginner

Office 365 - Delve Intermediate

Office 365 - Excel Advanced

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Office 365 - Excel Intermediate

Office 365 - Flow Advanced

Office 365 - Flow Beginner

Office 365 - Flow Intermediate

Office 365 - Forms Advanced

Office 365 - Forms Beginner

Office 365 - Forms Intermediate

Office 365 - OneNote Advanced

Office 365 - OneNote Beginner

Office 365 - OneNote Intermediate

Office 365 - Outlook Advanced

Office 365 - Outlook Beginner

Office 365 - Outlook Intermediate

Office 365 - Power BI Advanced

Office 365 - Power BI Beginner

Office 365 - Power BI Intermediate

Office 365 - PowerPoint Expert

Office 365 - PowerPoint Intermediate

Office 365 - SharePoint Beginner

Office 365 - SharePoint Expert

Office 365 - SharePoint Intermediate

Office 365 - Teams Advanced

Office 365 - Teams Beginner

Office 365 - Teams Intermediate

Office 365 - Word Advanced

Office 365 - Word Beginner

Office 365 - Word Intermediate

Policy Development

Project management

Project management / programme management - Involved in project work

Project management / programme management - Leading on organisation-wide strategic projects / programmes of work

Project management / programme management - Managing and leading on large / service-level project work

Project management / programme management - Managing high-level programmes of work

Project management / programme management - managing small project work

Public protection / community safety

Qualification - Anatomical Pathology

Qualification - Architecture

Qualification - BA Childhood Practice or equivalent

Qualification - BA in Community Learning and Development or equivalent diploma/PGDIP or a Masters

Qualification - BA Social Work

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Qualification - BA Social work &/or Registered General Nurse &/or Occupational Therapist

Qualification - Certificate of Professional Competence in Transport Management

Qualification - Children's Residential Practitioner

Qualification - City and Guilds/Lantra or equivalent qualifications in chainsaw use and tree climbing

Qualification - Degree in community learning and development or equivalent

Qualification - Degree level

Qualification - Degree level or equivalent in an economics or commercial related discipline

Qualification - Degree or post graduate qualification in Library and Information Studies

Qualification - Domestic Energy Assessor

Qualification - Early Years

Qualification - Educated to HNC level or equivalent

Qualification - Engineering (Civil)

Qualification - HNC / SVQ / Higher Technicians Certificate or equivalent

Qualification - HNC / SVQ 3 in Social Care

Qualification - HNC in Engineering

Qualification - HNC in Management Studies/software development or equivalent

Qualification - HNC Social Services

Qualification - HND in Landscape Architecture or Design

Qualification - Honours degree in psychology or equivalent recognised by the British Psychological Society

Qualification - Horticulture SVQ level 3 / City and Guilds level or equivalent

Qualification - Law Degree / Diploma in Legal Practice

Qualification - MHO registration

Qualification - NEBOSH National General Certificate in Occupational Health and Safety

Qualification - PGDE / GTCS

Qualification - Planning

Qualification - Post Graduate Diploma Human Resource Management

Qualification - Relevant Asbestos certification

Qualification - Science / Laboratory

Qualification - SCQF level 9/BA Childhood Practice or equivalent or experience in undertaking delegated duties and be willing to work toward the SCQF level 9 or equivalent qualification

Qualification - Site Management Safety Training Scheme (SMSTS)

Qualification - Site Supervision Safety Training Scheme (SSTS)

Qualification - Social Services and Healthcare SCQF Level 6

Qualification - Social Services and Healthcare SCQF Level 7

Qualification - Surveying

Qualification - Trades

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Qualification - Trading Standards
Qualification – Financial or relevant industry experience
Record keeping / archiving
Report Writing
Revenues / Benefits
Risk Assessment
Risk Management
Sales and / or Income Generation
Science and Laboratory Work
Software development or web development
Stock management / managing physical resources
Supporting mental health & wellbeing in the workplace
Surveying
Trade activity
Traffic Legislation / Traffic Management
Up to date CPC
Workforce Planning
Working at height
Working in a classroom environment
Working in a school or nursery setting
Working with children 12+
Working with children 6 - 11
Working with people with additional support or learning needs
Working with those with auditory impairments
Working with those with dementia
Working with those with visual impairments
Working with vulnerable groups