

## SCOTLAND EXCEL PERSON SPECIFICATION

**POST:** Graduate Trainee - CABS

**LOCATION:** 4<sup>th</sup> Floor, Renfrewshire House, Paisley, PA1 1AR (Hybrid)

**POST ID:** GRAD2026

FACTORS	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>EDUCATION/ QUALIFICATION</b>	Honours degree at 2:1 or above (achieved or anticipated) or a Post Graduate Degree	Evidence of continued personal development.	CV / Application Letter Assessment Centre Presentation & Final Interview
<b>RELEVANT EXPERIENCE</b>	Experience of applying commercial aptitude to a task.  Experience of applying a range of behaviours that demonstrates ability to plan and organise work.	Work experience within a busy office environment	CV / Application Letter Assessment Centre Presentation & Final Interview
<b>SPECIAL KNOWLEDGE &amp; SKILLS</b>	Demonstrable commercial aptitude and ability to deliver results to agreed timescales in a demanding work or student environment  Skilled in Microsoft Office applications.	Knowledge of applying e-technologies in a business environment	CV / Application Letter Assessment Centre Presentation & Final Interview
<b>PERSONAL FEATURES/ QUALITIES</b>	Excellent organisational, numeracy and communication skills		CV / Application Letter Assessment Centre Presentation & Final Interview
<b>MANAGEMENT COMPETENCES</b>	An understanding of the role of management and key responsibilities/processes	Demonstrable leadership abilities	CV / Application Letter Assessment Centre Presentation & Final Interview
<b>CUSTOMER SERVICE EXPERIENCE</b>	Committed to the provision and development of excellent customer service.		CV / Application Letter Assessment Centre Presentation & Final Interview