

# Lancashire County Council

## Grade Profile

### Grade Profile - Grade 3

Applies to **all** posts at Grade 3

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| <b>Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| To carry out a range of tasks in support of, or the delivery of, the service.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Scope of Work</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Accountabilities/Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <p>The following are a range of duties that are appropriate to this grade.</p> <ul style="list-style-type: none"><li>• Solve straightforward problems; or</li><li>• Exchange routine information with members of the public; or</li><li>• Carefully use expensive equipment; or</li><li>• Handle and process information; or</li><li>• Support and provide limited guidance as required to other members of staff ; or</li><li>• Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.</li></ul> |
| <b>Skills, knowledge and experience</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Experience or the ability to demonstrate the competence to carry out the job.</li><li>• Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable.</li><li>• The ability to work without close supervision.</li></ul> <p>In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.</p>                                                                                                                |
| <b>Performance Indicators</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <ul style="list-style-type: none"><li>• Completion of tasks to required standards and deadlines.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Lancashire County Council  
Person Specification (Grade 3)**

| <b>Requirements</b>                                                                                                                      | <b>Essential (E)<br/>Or Desirable (D)</b> | <b>Identified by<br/>Application<br/>Form (A) or<br/>Interview (I)</b> |
|------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------|
|                                                                                                                                          |                                           |                                                                        |
| <b>Qualifications:</b>                                                                                                                   |                                           |                                                                        |
| Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable. | E                                         | A/I                                                                    |
| <b>Experience:</b><br>Experience or the ability to demonstrate the competence to carry out the job.                                      | E                                         | A/I                                                                    |
| <b>Knowledge and Skills:</b><br>The ability to work without close supervision.                                                           | E                                         | A/I                                                                    |
| <b>Other (including special requirements)</b>                                                                                            |                                           |                                                                        |
| 1. Commitment to equality and diversity                                                                                                  | E                                         | I                                                                      |
| 2. Commitment to health and safety                                                                                                       | E                                         | I                                                                      |
| 3. Display the LCC values and promote them in others                                                                                     | E                                         | I                                                                      |