

Lancashire County Council

Grade Profile

Grade Profile - Grade 3

Applies to **all** posts at Grade 3

Purpose
To carry out a range of tasks in support of, or the delivery of, the service.
Scope of Work
Role holders will undertake a range of routine procedures and use associated tools and equipment. Some personal initiative may be required.
Accountabilities/Responsibilities
The following are a range of duties that are appropriate to this grade. • Solve straightforward problems; or • Exchange routine information with members of the public; or • Carefully use expensive equipment; or • Handle and process information; or • Support and provide limited guidance as required to other members of staff ; or • Personal care tasks such as the administration of prescribed medication or the provision of support to passengers who require physical or medical intervention.
Skills, knowledge and experience
• Experience or the ability to demonstrate the competence to carry out the job. • Possession of, or the ability to demonstrate the capability to gain, relevant certificates of competence or equivalent where applicable. • The ability to work without close supervision. In addition to the skills knowledge and experience described above, you may be required to undertake a lower graded role as appropriate.
Performance Indicators
• Completion of tasks to required standards and deadlines.