

Role:	Post Person	
Attributes	Essential/Desirable	Method of Assessment
Qualifications Full Clean Driving Licence CI Category Licence	Essential Desirable	Application Form/Pre-Employment Checks Application Form/Pre-Employment Checks
Experience Experience dealing with the general public and providing an excellent level of service Experience in a delivery role Experience driving transit size van or similar vehicle Experience using mobile device or PDA	Essential Desirable Desirable Desirable	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
Knowledge & Skills Evidence of following work place procedures Team player Ability to work with minimal supervision and undertake duty as a lone worker	Essential Essential Essential	Interview Interview Interview
Personal Attributes Treat colleagues and customers with respect, maintaining a personable attitude Strong attention to detail and organisational skills: to organise a delivery and follow a set route Flexibility Self-motivated Ability to take on information provided and learn new skills Physically able to carry out the requirements of the role including: Ability to lift items up to 30kg Walk between 6-10 miles a day whilst carrying a mail bag Enter and exit a vehicle up to 100 times a day	Essential Essential Essential Essential Essential Essential	Interview Interview Interview Interview Interview Interview
Circumstances Isle of Man Worker Satisfactory Police Check	Desirable Essential	Application Form/Pre Employment Checks Pre-Employment Checks