Guidance Notes

Use the documents attached to the vacancy to support your application, in particular the role profile. **You can attach a CV to support your application but don't forget that your written application is the most important part!**

Our job descriptions have been replaced with role profiles; role profiles describe the responsibilities, personal characteristics and attributes required of the post holder. Before you start your application, ensure you read the role profile to gain a better understanding of the role and consider how your own skills and experience will satisfy the requirements of the role.

All ateb roles require the same twelve personal characteristics and attributes which reflect our leadership styles which is detailed in section 5 of the role profile. However, the detail may differ from role to role.

Technical Competency	Decision Making	People Management	Team Working	Financial Control	Communication
We will make sure we have the right skills and expertise	We need people throughout our organisation to make the right decisions at the right time	We must always get the best from our people	So much more can be achieved through good team work	To help as many people as we can we must be financially aware and astute	Is the glue that will keep our organisation together
Organisational Skills	**Innovation**	**Customer Service**	**Project/Process Management**	**Enthusiasm**	**Technology Competency**
Agility and flexibility can only be achieved through well organised and connected systems	To make our resources go further, we need to be thinking... What If?	Is at the heart of what we do, we are a customer service focused organisation	Improvement can only be embedded where there is effective project management	We are here to make a difference, not to make up the numbers	In our fast moving digital world we must be technologically adept

Your application should reflect the required personal characteristics and attributes required by demonstrating your skills and experience with detailed examples. The twelve personal characteristics and attributes are shortlisted (scored) so the more information you can provide will strengthen your application and success rate of achieving an interview.

For example, if demonstrating your communication skills and experience, you should avoid simply saying "I have good communication skills" and explain the skill in detail providing an example of when you have used this.

We know a good application can take some time to complete therefore, our application system allows you to create an account so you can start an application, save your progress and re-visit it before submitting your final version.

ateb *better living solutions*