

Person Specification

Job Title	Technical Admin - Compliance
Grade	Scale 5
Service/Section	Compliance
Directorate	Housing and Safer Communities

Shortlisting Criteria: Essential criteria assessed via application form should be used to shortlist.

Criteria	Essential/ Desirable
Knowledge	
Experience in providing effective administrative support within a technical or Financial environment within a large organisation or Experience of Dealing with enquires from the Public, Residents, Contractors and other stakeholders	E
Skills and Abilities	
Ability to prioritise own workload with regard to day-today duties, meet deadlines and handle emergency situations	E
Ability to identify technical and customer focused improvements	D
Ability to accurately maintain, input, interrogate update and monitor data and assist in the collation of all relevant information required	E
Ability to interpret, understand and act upon trends from in-house readily available data.	E
Ability to use a range of IT packages including Word, Excel, Email, Access and Power Point, and maintain effective administrative systems and procedures	E
Ability to process payments for contractors and consultants to ensure compliance with the Councils Standing Orders and financial procedures.	D
Ability to communicate verbally and in writing with contractors, consultants, colleagues and customers. Dealing with people in a sympathetic manner.	E
Ability to assist in providing in house training to other staff within the section where appropriate.	D

Willingness learn and participate in Development opportunities	D
Health & Safety	
Ability to deliver all duties in accordance with Health & Safety regulations and procedures.	E
Equal Opportunities	
Ability to demonstrate a commitment to the provision of high quality services within the Councils Equal Opportunities framework and implement equal opportunities initiatives.	E