Person Specification

Job Title	Business Support Training Officer
Grade	6
Service/Section	Fostering and Adoption
Directorate	Children and Families Social Care

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

Criteria	Essential/ Desirable
Knowledge	
An understanding of Data Protection (GDPR)	E
Good standard of general education with a minimum of GCSE English at A-C grade and Maths at A-C grade.	E
Demonstrate a good level of numeracy.	E
Skills and Abilities	
Ability at times to manage a heavy workload, work under pressure in order to meet tight deadlines and deal with competing priorities, whilst maintaining a high-quality standard of work.	E
Substantial administrative experience ideally in Children's Services or a Fostering Agency environment.	E
Ability to record and maintain clear and accurate electronic and paper-based records.	E
Experience	
Experience of using office IT systems including Microsoft Word, Excel, the Internet, e-mail and electronic diaries. Ability to create and manipulate spreadsheets to collate data. Including experience of data collection and monitoring of statistical information and how this can be used effectively to produce better outcomes within the service i.e. training.	E
Experience of professional minute taking at meetings, such as Panels and Conferences, as well as leading on the organisation of training.	D
Ability to work as a member of a team and be flexible, providing support and assistance to colleagues in respect of their duties when necessary	E

Equal Opportunities	
Understanding of and commitment to the Council's equal opportunities policies and ability to put into practice in the context of this post. Understanding of and commitment to achieving the Council's staff values and ability to put into practice in the context of this post.	E E