

Person Specification



Job Title	Area Technical Administrator
Grade	
Service/Section	Disability and Home Improvement Team
Directorate	Housing and Safer communities

Method of Assessment: AF= Application Form, T = Test, P = Presentation, I = Interview

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

Criteria	Method of Assessment	Essential/Desirable
Knowledge		
Proficient in the use of word processing packages, spread sheets and databases to a high standard, with the ability to create and extract information.	AF/I	E
Proven ability to work effectively as a member of a team, whilst demonstrating strong personal initiative and an ability to prioritise workloads.	AF/I	E
Experience of managing a Business Administrative Apprentice.	AF/I	D
Skills and Abilities		
Ability to demonstrate highly developed oral, written and presentational skills and to use them to represent the Team and Council effectively.	I/T	D
Basic numeracy skills	AF/I	D
Basic Minute taking skills	AF/I	D
Able to communicate complex issues effectively with clients, colleagues, external agencies in writing and accurate spoken English.	AF/I/T	E
Particular understanding of the needs of people with disabilities.	AF/I	D
Experience		

Substantial experience of administrative / clerical work	AF/I	E
Extensive experience of giving advice and to be able to communicate complex issues effectively.	AF/I	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.	AF/I	E
Managers/Supervisors only		
<i>(see management standards guidance for full descriptions)</i> • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III		