

## Person Specification



<b>Job Title</b>	Area Technical Administrator
<b>Grade</b>	
<b>Service/Section</b>	Disability and Home Improvement Team
<b>Directorate</b>	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.

<b>Criteria</b>	<b>Method of Assessment</b>	<b>Essential/Desirable</b>
<b>Knowledge</b>		
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
<b>Skills and Abilities</b>		
Understanding the needs of people with disabilities.	AF/I	E
Ability to give advice and to be able to communicate to a wide range of people.	AF/I	D
<b>Experience</b>		
Experience of administrative / clerical work, within a computerised environment. Experience of taking and producing minutes.	AF/I	E
Proven experience of practical numerical skills.	AF	E
Experience of checking casework documents and taking appropriate action	AF/I	E
<b>Equal Opportunities</b>		
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

<b>Managers/Supervisors only</b>		
(see <a href="#">management standards</a> guidance for full descriptions) <ul style="list-style-type: none"><li>• Leadership levels I, II or III</li><li>• Communication levels I, II or III</li><li>• Performance Management levels I, II or III</li></ul>		