

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		
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
Skills and Abilities		
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
Experience		
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
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		
<p>(see management standards guidance for full descriptions)</p> <ul style="list-style-type: none"> • Leadership levels I, II or III • Communication levels I, II or III • Performance Management levels I, II or III 		