

## PERSON SPECIFICATION

**Post: Administration Officer**

**Date: October 2017**

Factor	Requirements	How Identified	Rank E- Essential D – Desirable A-Advantageous	Rank Individual based on E/D/A
<b>Knowledge &amp; Skills</b>	Good standard of education with minimum 3 GCSE's grade C and above, or equivalent;	AF/V	E	
	Computer literate and knowledge of Microsoft Office packages	AF/V	E	
	Knowledge of Council Procedures and Council Structure	I	D	
	Knowledge of Financial procedures	AF/I	D	
	Good organisational skills and the ability to prioritise workloads	AF/I	E	
	Knowledge and understanding of confidentiality	AF/I	E	
	Enthusiastic, professional and friendly approach	I	E	
	Good standard of written and spoken English	AF/I	E	
	Good standard of written and spoken Welsh	AF/I	D	
<b>Creativity &amp; Innovation</b>	The ability to work on own initiative, unsupervised and to work as part of a team	AF/I	E	
<b>Contacts &amp;</b>	Good communication skills when dealing with customers, colleagues and external	AF/I	E	

<b>Relationships</b>	organisations.  A good telephone manner together with an ability to deal with Councillors and staff at all levels	I	E	
<b>Decisions/ Recommendations</b>	The ability to work on own initiative, unsupervised	AF/I	E	
<b>Resources</b>	Minimal			
<b>Physical Demands</b>	Works generally undertaken within the office environment. Attendance at off-site meetings may be required.			

**Please Note:**

In order to be shortlisted for this post you will need to demonstrate that you meet all the criteria ranked as E - Essential. Identification of the requirements will be through the: Application Form (AF), Interview (I), Test at interview (T), Presentation at interview (P), Verification (V) or through a Reference (R)